

SITIO CALUMPANG, INAWAYAN STA. CRUZ DAVAO DEL SUR  
Contact No: 09173121581  
Email: regascodavao@gmail.com

DAVAO SATELLITE OFFICE

NOD-DVO\_STL-RGC-2026-0010

TO : JESSA MAE EBAY  
FROM : COMPLIANCE COORDINATOR / RGC SATELLITE DAVAO  
DATE : Human Resource Department  
RE : September 4, 2026  
RE : NOTICE OF DECISION

CERTIFIED TRUE COPY

This is in connection to the report we received regarding your violation of company policy: **"Penalty on Electric Bill"** which has been brought to our attention for appropriate action. Based on the report: A surcharge amounting 715.33 incurred on the payment of the Davao Satellite Office's electric bill due to delayed settlement. The delay occurred because of insufficient knowledge of the new process implemented by the electric provider, which requires the use of an online account to access billing statements. You are the one who receives and manages all documents related to utility bills.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>WIRE TRANSFER</b><br>(001) 229 - 3572(LAPC) Fax: (22) 211 - 2820<br>(0001) 229 - 3572(LAPC) Fax: (22) - 4630 - Panama<br><b>TIN: 600-353-043-00000 VAT</b><br><b>Account ID : 7041876441-4</b><br><b>Customer Information</b><br><b>REPUBLIC GAS CORPORATION</b><br>Premise Address: PLAZA DE LUISA BLDG., MAGSAYSAY AVE.<br>Billing Address: PLAZA DE LUISA BLDG., MAGSAYSAY AVE.<br><b>TIN :</b><br><b>Metering Information</b><br>Meter No. : 125023100498      Rate No. : 020435<br>Serial No. : 8000055070      Multiplier : 1<br>Period To : 06-12-2026      Price Rate : 31496.5<br>Period From : 05-12-2025      Price Rate : 31378.5<br>No. of Days : 30      Chf Rate : 2118.1<br>Avg kWh/day : 70.40      Metered : 2118.1<br>Conn Load : 50      Billed kWh : 2118<br>MESSAGE ACK : 2118 | <b>davao light</b><br><b>Rate Schedule: 03-C-22</b><br><b>PREVIOUS BALANCE</b><br><b>CURRENT CHARGES</b><br><b>Generation &amp; Transmission</b><br>Generation Charge 1,660.80/kwh<br>Transmission Charge 1,457.21/kwh<br>System Loss Charge 0.680/kwh<br>REC Rate 1,731.71/kwh<br>Sub-Total 2.00/kwh<br><b>Distribution Charges</b><br>Distribution Charge 1,887.00/kwh<br>Supply Charge 4,102.95/kwh<br>Metering Charge 301.31/kwh<br>Regulatory Reset Fees Reduction 384.22/kwh<br>Sub-Total 2,000.00/kwh<br><b>Others</b><br>Service Discont. Subsidy 4,993.73/kwh<br>Surcharge 0.00002/kwh<br><b>Sub-Total</b> 2% of 35,766.66 <b>715.33</b><br><b>Sub-Total</b> <b>715.33</b><br><b>Non-Financial Charges</b><br>LPT Charge 0.87% of 23,563.85 205.01<br>RPT Charge 0.050/kwh 106.71<br>Value Added Tax<br>Generation 1,460.22<br>Transmission 171.57<br>System Loss 187.24<br>Distribution 598.97<br>Others 65.84<br><b>Total VAT</b> 2,503.84<br>LifeLine Charge<br>Missionary Electrification NPC-SPUG 563.84<br>Missionary Electrification RE Developer 21.39<br>Environmental Charge 5.30<br>NPC Stranded Debt 0.00<br>Fund In Tariff Allowance - FIT-AS 425.95<br>Green Energy Auction Allowance (GEA-ALL) 0.00<br><b>Sub-Total</b> 3,923.73<br>Lifeline Subsidy 21.18<br><b>Current Bill - JUNE 2026</b> 37,697.76 |
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You were instructed to prepare and submit your written explanation within five (5) days regarding the allegations against you as stated in the Notice to Explain, which you personally acknowledged by signing. Based on your written explanation and we quote:

“... I respectfully submit my explanation and clarify that the monitoring, processing, and payment of the electricity bill were not part of my assigned responsibilities as Compliance Coordinator. I was not assigned or instructed to handle the payment or monitor the due date of the said utility account. Furthermore, I did not receive, handle, or have custody of any documents related to the electricity bill. I was not provided with the bill, payment notice, due date, or any other documents pertaining to the account. Consequently, I had no knowledge of the status of the bill or that a penalty had been incurred. I was therefore surprised to learn that the penalty would be charged to me. I respectfully believe that I should not be held accountable for a payment obligation and documents that were never under my custody, responsibility, or control...”

**Signed:** Jessa Mae Ebay

Based on your explanation, the monitoring, processing, and payment of company's utility bills was not your responsibility. However, upon investigation, it was found that the **account number required to create the online account and access the electricity bill had been endorsed to you**. Despite receiving the documents, you failed to endorse or forward the account number to the concerned employee responsible for processing the payment. Therefore, the company consider what you did as a violation to the following provisions as stated in the **Section 2, 3, 6 & 7 of Article II – General Efficiency** of the **Employee Handbook**, a corresponding penalty shall be imposed upon employees who fail to obey the lawful orders of the company. To wit:

## Article II – General Efficiency

## Section 2 - Negligence in the performance of duty

Section 3 - Failure to comply with policies and procedures

Section 6 - Failure to report correctly and immediately any information in connection to its regular operations that may or may not result to injury of a person or damage or loss to Company

Section 7 - Negligence resulting to major loss, waste or damage from/to the company property

Upon careful evaluation of the above stated incidents, you are hereby informed that, based on the evidence and supporting documents on record, Management has determined that you committed a violation of the Company's policy under **Section 2, 3, 6 & 7 of Article II – General Efficiency** as stated in your Notice to Explain. Consequently, you are hereby issued **Final Warning with shareable charge amounting P178.83** for your **2<sup>nd</sup> Offense**.

You are further warned that a repetition of the same infraction in the future shall be dealt with higher corrective disciplinary action including suspension and/or dismissal in accordance to our existing Employee's Handbook.

*Distribution: One (1) copy for 201 file and one (1) copy for employee*

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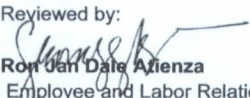
This is issued for your information and strict compliance.

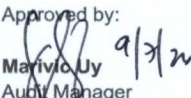
Prepared by:

Acknowledgment of the Employee,

Rejane Mae C. Alvarez, Rpm, CHRA  
HR- Associate  
RGC Davao

Signature over printed name  
Date Received: \_\_\_\_\_

Reviewed by:  
  
Ron Dan Dale Azenza  
Employee and Labor Relations Officer  
Head Office

Approved by:  
  
Marivelo Uy  
Audit Manager  
REGASCO Group

Noted by:  
  
Leslie Uy  
Regasco Group  
Head Office

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AUTHORITY TO DEDUCT

Date : September 4, 2026

To : HR and/or Accounting Department

This is to authorize the company, Regasco and Group, to deduct from my salary the following details and terms and conditions:

|               |                |            |                        |
|---------------|----------------|------------|------------------------|
| Complete Name | JESSA MAE EBAY | Position   | COMPLIANCE COORDINATOR |
| Department    | COMPLIANCE     | Employee # | 2026-043               |
| Company       | REGASCO        | Location   | DAVAO SATELLITE OFFICE |

|                                                                         |                                                             |                                       |                                  |
|-------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------|----------------------------------|
| Total Amount to be deducted                                             | PHP 178.83                                                  |                                       |                                  |
| Amount in words                                                         | ONE HUNDRED SEVENTY-EIGHT PESOS AND EIGHTY-THREE CENTS ONLY |                                       |                                  |
| In payment of                                                           | PENALTY ON ELECTRIC BILL (SHAREABLE)                        |                                       |                                  |
| Payment terms (please check)                                            | <input type="checkbox"/> Weekly                             | <input type="checkbox"/> Semi-Monthly | <input type="checkbox"/> Monthly |
| Amount to be deducted (every 15 <sup>th</sup> /30 <sup>th</sup> payday) | PHP                                                         |                                       |                                  |
| Deduction to Start on (mm/dd/yyyy)                                      | 09/20/2026                                                  |                                       |                                  |
| Deduction to End on (tentative) (mm/dd/yyyy)                            | UNTIL FULLY PAID                                            |                                       |                                  |

|                    |  |
|--------------------|--|
| Employee Signature |  |
| Date and Time      |  |

Received by:

|                      |  |
|----------------------|--|
| HR and/or Accounting |  |
| Date and Time        |  |

Processed by:

|               |  |
|---------------|--|
| Payroll       |  |
| Date and Time |  |

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