

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

DAVAO SATELLITE OFFICE

NOD-DVO_STL-RGC-2026-0011

TO : LHAB VIA BUTAYA
: COMPLIANCE COORDINATOR / RGC SATELLITE DAVAO
FROM : Human Resource Department
DATE : 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.

REGASCO 09173121581 • 357200PC • Fax: 09173121581 • Davao 09173121581 • 357200PC • Fax: 09173121581 • Davao YIN: 09173121581 • 357200PC • Fax: 09173121581 • Davao		DAVAO LIGHT 09173121581 • 357200PC • Fax: 09173121581 • Davao 09173121581 • 357200PC • Fax: 09173121581 • Davao YIN: 09173121581 • 357200PC • Fax: 09173121581 • Davao	
Account ID : 7041876441-4		Rate Schedule: 03-C-22	
Customer Information REPUBLIC GAS CORPORATION		PREVIOUS BALANCE	
Previous Address: PLAZA DE LUISA BLDG. MAGSAYSAY AVE. Billing Address: PLAZA DE LUISA BLDG. MAGSAYSAY AVE.		35,766.66	
TIN : 1		CURRENT CHARGES	
Metering Information: Meter No : 025025199998 Serial No : 800005479 Period From : 06-12-2025 Period To : 06-13-2026 No of Days : 30 Reg. Unif. Rate : 70.60 Conn. Load : 50		Generation & Transmission Generation Charge : 6.9321/kWh Transmission Charge : 0.6485/kWh System Loss Charge : 0.8176/kWh REC Rate : -0.0077/kWh Sub-Total : 17,857.06	
ASKDPLC BILL Teller/Read: To get your Davao Light electric bill balance through text, just text to 09173121581 (Davao Light) 10-digit ACCOUNT ID and send to 09173121581 (Smart, TalkText and Red Mobile numbers) or 09173121581 (Sun and Globe numbers). Regular rates apply. Davao Light pays for the reply.		Distribution Charges Distribution Charge : 1.9371/kWh Supply Charge : 0.2367/kWh Metering Charge : 0.3814/kWh Regulatory Result Fee Reduction : 5.00/month Sub-Total : 4,991.42	
R.A. 7812 Anti-Fraudage Law: Thief of electricity is a criminal offense punishable under R.A. 7812 with penalty up to a maximum of 20 to 40 years imprisonment or P100,000 fine, or both.		Others Senior Citizen Subsidy : 0.00002/kWh Surcharge : 2% of 35,766.66 Government Charges LPT Charge : 0.87% of 23,569.85 RPT Charge : 0.0504/kWh Value Added Tax : 1,460.22	
Bill Deposit On Hand : 11,750.00		Sub-Total : 2,503.84	
		Total VAT : 563.04	
		Sub-Total : 2,922.73	
		CURRENT BILL - JUNE 2026	
		37,407.74	

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;

"... my understanding of my primary responsibilities has always been centered on regulatory compliance, permits, licenses, government applications and requirements... I would likewise like to clarify the circumstances surrounding the new online billing procedure. As stated in the notice, the delay allegedly occurred because of insufficient knowledge of the new process implemented by the electric provider, which required the use of an online account to access billing statements. This new procedure had not previously been established or formally communicated to me as part of my regular duties, nor was I properly introduced, trained, or formally assigned the responsibility of managing such online utility billing accounts. Furthermore, I did not receive or manage the billing statement in the manner being alleged. Being a Compliance Coordinator does not, by itself, mean that I automatically have access to every company document, online account, billing statement, or financial transaction, particularly when the responsibility and necessary access have not been formally assigned or provided to me... I respectfully deny any allegation of negligence, failure to comply with company policies, or intentional disregard of my duties. The utility bills were not formally assigned to me as a regular responsibility, ... and the new online billing procedure for the electric bill was not properly communicated or assigned to me..."

Signed: Lhab Via Butaya

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 **2nd Offense**.

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

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

DAVAO SATELLITE OFFICE

NOD-DVO_STL-RGC-2026-0011

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.

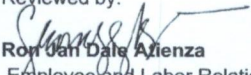
This is issued for your information and strict compliance.

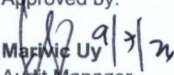
Prepared by:

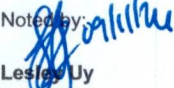
Acknowledgment of the Employee,

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

Signature over printed name
Date Received: _____

Reviewed by:

Ron Dan Dale Arizena
Employee and Labor Relations Officer
Head Office

Approved by:

Marivic Uy
Audit Manager
REGASCO Group

Noted by:

Lesley Uy
Regasco Group
Head Office

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

DAVAO SATELLITE OFFICE

NOD-DVO_STL-RGC-2026-0011

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	LHAB VIA BUTAYA	Position	COMPLIANCE COORDINATOR
Department	COMPLIANCE	Employee #	2026-047
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)	☐ Weekly	☐ Semi-Monthly	☐ Monthly
Amount to be deducted (every 15 th /30 th 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	