

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-2026-008

This is issued for your information and strict compliance.

Prepared by:

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

Reviewed by:

Ron Jan Dale Añenza
Employee and Labor Relations Officer
Head Office

Noted by:

Lesley Uy
Regasco Group
Head Office

Acknowledgment of the Employee,

Signature over printed name
Date Received: _____

Approved by:

Marcel Uy
Audit Manager
REGASCO Group

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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	LHAB VIA BUTAYA	Position	COMPLIANCE COORDINATOR
Department	COMPLIANCE	Employee #	2026-047
Company	REGASCO	Location	DAVAO SATELLITE OFFICE

Total Amount to be deducted	PHP 158.17		
Amount in words	ONE HUNDRED FIFTY-EIGHT PESOS AND SEVENTEEN CENTS ONLY		
In payment of	PENALTY ON WATER 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	

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