

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

"... I respectfully submit my explanation and clarify that the monitoring, processing, and payment of the water 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. I would also like to emphasize that I did not receive, handle, or have custody of any documents related to the water bill. I was not provided with the bill, payment details, due date, or any notice concerning the account. Therefore, I had no knowledge of the status of the bill or that it had incurred a penalty. I was surprised to be informed that the penalty would be charged to me, considering that I had no custody of the relevant documents, no authority over the payment, and no involvement in the transaction that resulted in the penalty..."

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 water 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:

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

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-2026-009

This is issued for your information and strict compliance.

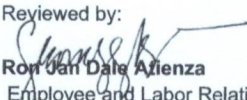
Prepared by:

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

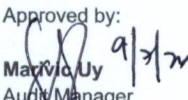
Acknowledgment of the Employee,

Signature over printed name
Date Received: _____

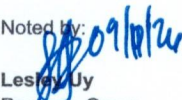
Reviewed by:


Ron Dan Dale Alienza
Employee and Labor Relations Officer
Head Office

Approved by:


Marvic Uy
Audit Manager
REGASCO Group

Noted by:


Lesley 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 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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