

REGASCO

MEMBER:



Lot 2.4, Calaca Industrial Seaport Corp. Gate 2, Brgy.
Puting Bato West Calaca, Batangas
0939-906-7112
Email: hrdregascocalaca@gmail.com

NTE CAL 2026-075 DV

TO : DESIREE VERGARA - ASST. PLANT MANAGER
FROM : Human Resource Department
DATE : July 31, 2026
RE : NOTICE TO EXPLAIN

This is in connection to the report we received last, July 18, 2026 regarding your alleged failure to comply with policies and procedures in shortage of seal - Php 276.00. According to the report, during the reconciliation of the seal inventory for the period July 11 to 17, 2026, it was noted that there was a shortage in the seal inventory. The discrepancy was identified when the physical count of the seals as of July 17, 2026, was lower than the recorded seal balance.

DETAILS OF SEAL SHORTAGE:		
RECORDED SEAL INVTY:	SK SEAL	30,607
USED SEAL 7.11 - 7.17:	SK SEAL	(452)
DEFECTIVE	SK SEAL	(1)
		30,154
ACTUAL COUNT:	SK SEAL	29,809
SHORT ON SEAL:	SK SEAL	(345)

COST OF SEAL	
UNIT COST (SK SEAL):	0.8
SHORT ON SEAL:	345
TOTAL AMOUNT:	276

Part of your responsibility as Assistant Plant Manager is to follow the company's policy and procedures which you allegedly failed to do.

The above stated acts constitute violations on the following prohibitions as stated in the Section 2 and 3 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 7 - Negligence resulting to major loss, waste or damage from/to the company property

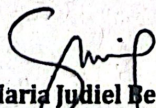
Based on our Employee's Handbook, the 108th Offense may be given a disciplinary action of Suspension with possible charges.

In light of the foregoing, you are hereby requested to submit your written explanation to DISCIPLINARY MATTERS being charged against you describe or narrated above within (5) five days from the date that this notice was served upon you. Failure to respond within the period given will be constructed as waiver of your right to be heard and the investigation on the foregoing matter will proceed. In the event that after due investigation the imposition of disciplinary actions is warranted, same shall be made known to you.

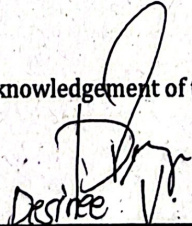
Please give this letter your priority attention.

For your information and strict compliance.

Prepared by:


7/31/26
Maria Judiel Berico
Roving HR - South Luzon
MINDBRIDGE / REGASCO

Acknowledgement of the employee,


Desiree Vergara
Signature over printed name
Date received: 08/04/26

REGASCO

MEMBER:



LOT 24 CISC GATE 2, Brgy. Puting Bato West, Calaca City
Contact No.: 0955 174 7895
E-mail address: hrdregascocalaca@gmail.com

EXPLANATION

NTE CAL 2024-075

NTE CAL 2026-074

Good day! I am aware sa short seal na ito dahil ako po mismo ang nagrequest na bilangin isa-isa ang mga selo na nakataga sa stock room. Napag-alaman po namin na kulang-kulang ang mga selo at hindi ita tally sa nakaremarks sa sako. Napag-abutan lang po ako dahil ang nagbilang po ng mga selo at ang dating stockman na sina Kaypee Mantupar at John Mark Arrao who is resigned na pareho. Ang mga ito po ay witnessed ng Pa.2 ng ipake sa sako who is resigned na din (Chesca Dimailig at Tristan Maligaya). Napag-abutan lamang po ako.

Note: Based on my investigation, yung mga sako po ng selo ay nandun. Imanang po sa convan hung bibilangin po nila ay hindi po tugma

yung nakalagay sa per sako. Sabi naman po nila bibilang nila yung selo pagkadeliver

Sakanila and sila mismo yung nagrepack di po malaman kung bakit hindi po tugma yung remarks sa sako at sa actual na bilang. hindi din naman po nabuksan yung sako. *gpl*

LAGDA AT BUONG PANGALAN
Petsa ng Pagtanggap: 08/12/20

ENC ODED

2026-297



PERSON INVOLVE: ANGELICA ANN MARCIAL DATE: July 18, 2026
DESIREE VERGARA
 POSITION: HEAD SECRETARY
ASST. GENERAL MANAGER
 DEPARTMENT: _____
 SUBJECT: SHORTAGE OF SEAL

Location of Incident: CALACA PLANT
 Total Amount/Value (if any): 276.00
 (Loss, short, damage, etc.)

Incident:

THIS IS TO SERVE AS AN INCIDENT REPORT TO THE HEAD SECRETARY, ANGELICA ANN MARCIAL, AND ASST. GENERAL MANAGER, DESIREE VERGARA, WITH REGARDS TO SHORTAGE OF SEAL ON JULY 11 TO 17, 2026. THIS SHORTAGE WERE IDENTIFIED AS THE PHYSICAL COUNT OF THE SEAL ON JULY 17 WAS LOWER THAN THE RECORDED BALANCE OF SEAL.

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COST OF SEAL	
UNIT COST (SK SEAL):	0.8
SHORT ON SEAL:	<u>345</u>
TOTAL AMOUNT:	<u>276</u>

Recommendation / Other Info (if Applicable):

Reported by: Hanna Comia
 HANNA COMIA
 PLANT ACCOUNTANT II

Received by: [Signature] / 7-21-26
 HR