

INCIDENT REPORT

PERSON INVOLVE:

Yves Castro	2026-007A
Eljay Briones	2026-007B
Raymond Feliciano	2026-007C
Inventory Controller	

DATE: April 21, 2026

SUBJECT: Over delivered of 18pcs 11kg to RGC Malabon

Location of Incident: RGC MALABON

Total Amount/Value (if any): P 35,640.00
 (Loss, short, damage, etc.) 18pcs x 11kg @ P1,980.00/each

Incident:

Ito ay patungkol sa naging delivery ng cylinder sa RGC Malabon noong April 16, 2026 (Thursday) na nagkaroon ng over na 18pcs sa 11kg cylinder. Sa document ni TPMC ay 150pcs lang ang naka declare pero sa actual na dumating sa planta ay 168pcs.

QTY	DESCRIPTION	QTY	DESCRIPTION
150	11kg	18	11kg
10	50kg		

SUPERVISOR: [Signature]

SERVICES	CYLINDER TYPE	QTY	QTY
Total Cylinder	11kg	150	18
11kg - 150 pcs	11kg	150	18
22kg - 15 pcs	22kg	15	10
50kg - 10 pcs	50kg	10	
Replacement Cylinder	CPH	50kg	
Replacement Cylinder	CPH	50kg	
Replacement Fitting	CPH	50kg	
Replacement Valve	CPH	50kg	
Welding Rod			
Grind Embox			
Punch Cutter			
Thick			
Change Valve			
Repair Valve			
Legs			

Notes: RGC Malabon
 Supervisor: [Signature]
 Secretary: [Signature]



Recommendation / Other Info (If Applicable):

Reported by:

[Signature]
 Ms. Teresa Dala Cruz
 RPA2

Received by:

ART 1

Sec. 2, B 17

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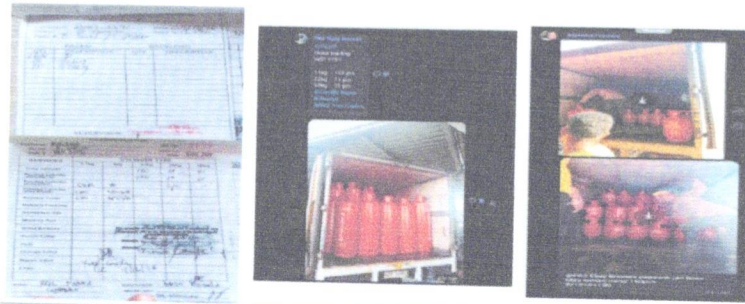
TPMC I.C

TO : **ELJAY BRIONES/INVENTORY CONTROLLER**
FROM : Human Resources Department
SUBJECT : **NOTICE TO EXPLAIN**
DATE : June 4, 2026

CERTIFIED TRUE COPY

This refers to the incident report received on **22 April ,2026 RE: OVER DELIVERED OF 18 PCS 11KG TO RGC MALABON AMOUNTED PHP 35,640.00**, which was brought to our attention for appropriate action.

Based on the report, on April 16, 2025 (Thursday), the delivery of cylinders to RGC Malabon had an over-delivery of 18 pcs of 11 kg cylinders. In the document of TPMC, only 150 pcs were declared, but the actual number that arrived at the plant was 168 pcs.



Part of your responsibility as **Inventory controller** is to ensure that we follow the policies and procedures of the company.

It is proven true, that your action is a clear violation of our Employees' Handbook under **Section 2, 3 & 7 of Article II- General Efficiency**. 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 **1st Offense** may be given a disciplinary action of **Suspension with shareable charge amounted PHP 35,640.00**

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 construed as a 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:

Gessah S. Atienza
Gessah S. Atienza
Sr. HR Associate

Acknowledgement of the Employee

Eljay Briones
Eljay Briones

Signature over printed name

Date received: 6-10-26

Eljay Briones IC

6-13-24

Ako po ay humihingi ng paumanhin Dahil hindi ko po nabilang ng maayos ang truck. Dahil sa araw po ngayun ay may witness po ako na Third party truck nung araw na yon kaya hindi po ako naka pag focus sa loading ng truck kaya po nag ka over ng 18 per Rgc cyl. ako po ay humihingi ng pasensya sa aking pag kakamali. at hindi na po ito naulit

~~Briones~~

Eljay Briones IC

