

TPMC1.C

TO : **RAYMOND FELICIANO/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;

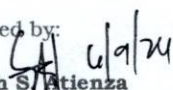
Article II. General Efficiency**Section 2-** Negligence in the performance of duty**Section 3 -** Failure to comply with policies and procedures**Section 7 -** Negligence resulting to major loss, waste or damage from/to the company property.

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**

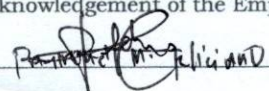
In light of the foregoing, you are hereby requested to submit your written explanation to DISCIPLINARY MATTERS being charged against you describe or narrated above within **(5) five days** from the date that this notice was served upon you. Failure to respond within the period given will be construed 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
Sr. HR Associate

Acknowledgement of the Employee



Signature over printed name

Date received: 6-11-26 | 2:58 pm

Ito po ay patunakol sa nangyaring over delivered
of 18 pcs 11kg to RGC MAIBON last April 14, 2025 araw ng
Huwebes, sa katunayan po niyan nang mga oras nang loading
nang close van na may plakang NTO 7467, ako po ay naka break ng
15 mins, pagkatapos po ng break ko saklong kakatapor kagahan
ang van at ililipat na sa line 2, i tinurn over sa kin ito
ng kasamahan ko at ipinasa sa viber ang mga detalye, dahil
para ako nalang po ang mag update, Hindi kunarin po na double
check sopagkat paalis narin po rin, papuntang line 2, meron din
po akong conversation and evidence na i transfer lang po sa kin ito.


June 13, 2025

