



PERSON INVOLVE: Eljay Briones Ab  
Jayson Manalo b  
Inventory Controller

DATE: June 4, 2026

SUBJECT: Short delivery of 2pcs 2.7kg painted cylinder to RGC Girona

Location of Incident: **RGC GERONA**

Total Amount/Value (if any): \_\_\_\_\_  
(Loss, short, damage, etc.)

**Incident:**

Ito ay patungkol sa naging delivery ng cylinder sa RGC Gerona noong March 10, 2026 (Tuesday) na nagkaroon ng short na 2pcs 2.7kg painted cylinder. Sa document ni TPMC ay 200pcs ang naka declare pero sa actual na dumating sa planta ay 198pcs na nagkakahalaga ng P1,960.00.

| COUNTED BY | ASSIGNED IC | DATE   | PLATE NO | PLANT/CUSTOMER | TIME OUT | GP A/TOW       | 2.700 | 1.900 | 17.000 | 2.700 | 1.900 | REMARKS      |
|------------|-------------|--------|----------|----------------|----------|----------------|-------|-------|--------|-------|-------|--------------|
| ROUTINE F  | MEANS       |        |          |                |          |                |       |       |        |       |       |              |
| Arjuna     |             | 9-Mar  | CCT 631  | Line 1         | 11:10 PM | 9450           |       | 150   |        |       |       | For Repair   |
| 1.2        |             | 10-Mar | RMF 562  | SPH N4         | 6:33 AM  | 9491           |       | 150   |        |       |       | For Transfer |
| 1.2        |             | 10-Mar | TRU 669  | SPH N4         | 7:32 AM  | 9718           |       |       | 75     |       |       | For ReBld    |
| 1.2        |             | 10-Mar | RMF 562  | SPH N4         | 7:36 AM  | 9452           |       | 150   |        |       |       | For Transfer |
| 1.2        |             | 10-Mar | NPT 7867 | Maluku         | 6:34 AM  | 2334           |       | 500   |        |       |       | For Delivery |
| 1.2        |             | 10-Mar | NPT 7844 |                |          |                |       |       |        |       |       |              |
| 1.2        |             | 10-Mar | SMT 541  | SMT 541        | 6:50 AM  | 2397-2397-2397 | 2397  | 140   | 150    | 42    |       | For Delivery |

[illegible]

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 401<br>402<br>403<br>404<br>405<br>406<br>407<br>408<br>409<br>410<br>411<br>412<br>413<br>414<br>415<br>416<br>417<br>418<br>419<br>420<br>421<br>422<br>423<br>424<br>425<br>426<br>427<br>428<br>429<br>430<br>431<br>432<br>433<br>434<br>435<br>436<br>437<br>438<br>439<br>440<br>441<br>442<br>443<br>444<br>445<br>446<br>447<br>448<br>449<br>450<br>451<br>452<br>453<br>454<br>455<br>456<br>457<br>458<br>459<br>460<br>461<br>462<br>463<br>464<br>465<br>466<br>467<br>468<br>469<br>470<br>471<br>472<br>473<br>474<br>475<br>476<br>477<br>478<br>479<br>480<br>481<br>482<br>483<br>484<br>485<br>486<br>487<br>488<br>489<br>490<br>491<br>492<br>493<br>494<br>495<br>496<br>497<br>498<br>499<br>500 |  | 501<br>502<br>503<br>504<br>505<br>506<br>507<br>508<br>509<br>510<br>511<br>512<br>513<br>514<br>515<br>516<br>517<br>518<br>519<br>520<br>521<br>522<br>523<br>524<br>525<br>526<br>527<br>528<br>529<br>530<br>531<br>532<br>533<br>534<br>535<br>536<br>537<br>538<br>539<br>540<br>541<br>542<br>543<br>544<br>545<br>546<br>547<br>548<br>549<br>550<br>551<br>552<br>553<br>554<br>555<br>556<br>557<br>558<br>559<br>560<br>561<br>562<br>563<br>564<br>565<br>566<br>567<br>568<br>569<br>570<br>571<br>572<br>573<br>574<br>575<br>576<br>577<br>578<br>579<br>580<br>581<br>582<br>583<br>584<br>585<br>586<br>587<br>588<br>589<br>590<br>591<br>592<br>593<br>594<br>595<br>596<br>597<br>598<br>599<br>600 |
| 601<br>602<br>603<br>604<br>605<br>606<br>607<br>608<br>609<br>610<br>611<br>612<br>613<br>614<br>615<br>616<br>617<br>618<br>619<br>620<br>621<br>622<br>623<br>624<br>625<br>626<br>627<br>628<br>629<br>630<br>631<br>632<br>633<br>634<br>635<br>636<br>637<br>638<br>639<br>640<br>641<br>642<br>643<br>644<br>645<br>646<br>647<br>648<br>649<br>650<br>651<br>652<br>653<br>654<br>655<br>656<br>657<br>658<br>659<br>660<br>661<br>662<br>663<br>664<br>665<br>666<br>667<br>668<br>669<br>670<br>671<br>672<br>673<br>674<br>675<br>676<br>677<br>678<br>679<br>680<br>681<br>682<br>683<br>684<br>685<br>686<br>687<br>688<br>689<br>690<br>691<br>692<br>693<br>694<br>695<br>696<br>697<br>698<br>699<br>700 |  | 701<br>702<br>703<br>704<br>705<br>706<br>707<br>708<br>709<br>710<br>711<br>712<br>713<br>714<br>715<br>716<br>717<br>718<br>719<br>720<br>721<br>722<br>723<br>724<br>725<br>726<br>727<br>728<br>729<br>730<br>731<br>732<br>733<br>734<br>735<br>736<br>737<br>738<br>739<br>740<br>741<br>742<br>743<br>744<br>745<br>746<br>747<br>748<br>749<br>750<br>751<br>752<br>753<br>754<br>755<br>756<br>757<br>758<br>759<br>760<br>761<br>762<br>763<br>764<br>765<br>766<br>767<br>768<br>769<br>770<br>771<br>772<br>773<br>774<br>775<br>776<br>777<br>778<br>779<br>780<br>781<br>782<br>783<br>784<br>785<br>786<br>787<br>788<br>789<br>790<br>791<br>792<br>793<br>794<br>795<br>796<br>797<br>798<br>799<br>800 |

**Recommendation / Other Info (If Applicable) :**

Reported by:

Ma. Teresa Dela Cruz  
SPA II

Received by:

SA 4/5/24

fr

**NTE MRC-TPMC S.S 2026-009A**

**TPMC1.C**

TO : **ELJAY BRIONES/INVENTORY CONTROLLER**  
 FROM : Human Resources Department  
 SUBJECT : **NOTICE TO EXPLAIN**  
 DATE : June 10,2026

This refers to the incident report received on **5 JUNE ,2026 RE: SHORT DELIVERY OF 2PCS OF 2.7KG PAINTED CYLINDER TO RGC GERONA AMOUNTED PHP 1,960.00**, which was brought to our attention for appropriate action.

Based on the report, on March 10,2026 (Tuesday), the delivery of cylinders to RGC Gerona had a short of 2 pcs of 2.7 kg painted cylinders. In the document of TPMC, only 200 pcs were declared, but the actual number that arrived at the plant was 198 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 **2<sup>ND</sup> Offense** may be given a disciplinary action of **Suspension with shareable charge amounted PHP 1,960.00**

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. Patienza**  
 Sr. HR Associate

Acknowledgement of the Employee

*[Signature]*  
**Eljay Briones**

Signature over printed name

Date received: 6-29-24

July 2, 2026

Short Delivery of apcs of 2.7kg to rgl gerona:

Nais ko pong humingi ng paumanhin dahil hindi po nabilang ng tama ang 2.7kg cyl noong oraw ngayon dahil sabog-sabog ang pagkakamada ng mga ito at hindi na po mabuksan ang truck dahil naka selyo na po ito kaya hindi napo uupaayos ang mga tangke sa loob ng truck at nong oraw po ngayon is nagmamadali din pong umalis ang driver ng truck. Muli ako po ay humihingi ng paumanhin dahil hindi po nabilang ng maayos. Salamat po!

~~Eljay Briones~~  
Eljay Briones

7-2-26

