

REGASCO



Sitio Calumpang, Inawayan Sta Cruz, Davao Del Sur
Contact No: 0917-312-1581
Email: regascodavao@gmail.com

DAVAO SATELLITE OFFICE

TO : Lhab Via Butaya
: COMPLIANCE COORDINATOR/ RGC SATELLITE DAVAO
FROM : Human Resource Department
DATE : August 6, 2026
RE : NOTICE TO EXPLAIN

NTE-DVO_STL-RGC-2026-0011

This refers to the incident report dated June 6, 2026, submitted to the Human Resource Department regarding your alleged violation of company policy: "Penalty on Electric Bill" which has been brought to our attention for appropriate action. Based on the report: A surcharge amounting 715.33 was allegedly incurred on the payment of the Davao Satellite Office's electric bill due to delayed settlement. The delay allegedly occurred because of insufficient knowledge of the new process implemented by the electric provider, which requires the use of an online account to access billing statements. You allegedly are the one who receives and manages all documents related to utility bills.

REGASCO SATELLITE OFFICE 17041876441-4 REPUBLIC GAS CORPORATION Plaza de Lusa Bldg. Nagsatsay Ave. Subsidiary: PLAZA DE LUSA BLDG. NAGSATSAY AVE.		davao light Rate Schedule: 03-C-22 Date: 06-10-2026 25,766.66	
Account No: 17041876441-4 Customer Information: Name: REPUBLIC GAS CORPORATION Address: PLAZA DE LUSA BLDG. NAGSATSAY AVE. City: DAVAO DEL SUR State: DAVAO DEL SUR Country: PHILIPPINES		PREVIOUS BALANCE 25,766.66	
Current Charges: Generation & Transmission Generation Charge Transmission Charge System Loss Charge RGC Rate		6.9321/kWh 6.68/kWh 6.8175/kWh 6.607/kWh 17,657.06	
Sub-Total Distribution Charge Supply Charge Metering Charge Regulatory Asset Fee Reduction Sub-Total		1.9371/kWh 0.2367/kWh 0.2814/kWh 0.20/kWh 4,991.42	
Other Charges: Senior Citizen Subsidy Sub-Total Government Charges LPT Charge NPT Charge Value Added Tax Generation Transmission System Loss Distribution Other Total VAT Unpaid Charge Mandatory Electrification NPC-SPUG Mandatory Electrification RE Developer Environmental Charge NPC Stranded Costs Feed In Tariff Allowance - FIT-AS Green Energy Auction Allowance (GEA-ALL) Sub-Total Lending Subsidy CURRENT BILL - JUNE 2026		0.00002/kWh 2% of 25,766.66 0.67% of 23,563.85 0.0304/kWh 1,460.22 171.57 187.24 576.97 93.84 3,563.84 563.84 21.39 3.30 50.65 475.95 0.00 3,923.73 22.15 27,687.76	

As the Compliance Coordinator, it is your responsibility to monitor the company's utility bills, including their billing schedules and due dates. You are expected to maintain proper tracking of all bills to ensure that payments are processed on time and to prevent unnecessary surcharges, penalties, and additional expenses for the company.

The above stated act constitutes violations on the following prohibitions as stated in the Section 2,3,6 and 7 General Efficiency of the Employee Handbook as 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 6 - Failure to report correctly and immediately any information in connection to its regular operations that may or may not result to injury of a person or damage or loss to Company

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

Based on our Employee's Handbook, the 2nd Offense may be given a disciplinary action of Suspension and possible shareable charges.

In light of the foregoing, you are hereby requested to submit your written explanation to DISCIPLINARY MATTERS being charged against you described or narrated above within five (5) 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:

Robby Jean B. Emao
Asst. HR- Head Mindanao

* PM confirmed charges / to be reviewed by sir Les Uy for final decision
* Negligence for not processing the online account to access billing statement
* Building personnel gave the electricity bill late

Acknowledgment of the Employee

Signature over printed Name

Date Received by: 8/11/2024

Distribution: One (1) copy for 201 file and one (1) copy for employee

MEMBER:

REGASCO



Sitio Calumpang, Inawayan Sta Cruz, Davao Del Sur

Contact No: 0979-312-5181

Email: regascodavao@gmail.com

EXPLANATION

Re: Notice to Explain – Alleged Delay in Davao Light Bill Payment

Dear Sir/Madam:

Good day.

I respectfully submit this written explanation in response to the Notices to Explain issued to me concerning the alleged delays in the payment of the Davao Satellite Office's electric bill, which allegedly resulted in penalties to the company.

I would like to respectfully clarify that I did not intentionally neglect, disregard, or refuse to perform any responsibility assigned to me. I also believe that the circumstances stated in the Notices to Explain do not fully reflect the nature of my actual duties, the established workflow concerning utility bills, and the circumstances surrounding the documents in question.

As a Compliance Coordinator, my understanding of my primary responsibilities has always been centered on regulatory compliance, permits, licenses, government applications and requirements, and the monitoring and completion of important compliance documents necessary for the operation of the company's showrooms. The regular monitoring, tracking, and processing of utility bills, including their billing schedules and due dates, was never formally introduced, clearly assigned, or endorsed to me as one of the regular and primary responsibilities of my position. I respectfully emphasize that this clarification is not intended to avoid responsibility, but rather to accurately explain the scope and understanding of my duties within our existing work process.

As previously discussed by Sir Bryan, we may assist with matters such as utility bills whenever our workload and available time permit. However, such assistance should not be interpreted as a formal assignment of utility bill monitoring and payment as one of the primary responsibilities of the Compliance Coordinator. I have never refused to assist with matters outside my primary functions, and I have always tried to extend assistance whenever my workload allows. However, there are circumstances when our assigned compliance responsibilities require our immediate attention and must be prioritized.

With respect to the water bill referred to in the first Notice to Explain, I would like to clarify that the particular bill did not reach my hands and was not personally received or formally endorsed to me for monitoring or processing. Without possession of or access to the bill, I could not reasonably determine its billing details, due date, or payment status. Therefore, I respectfully disagree with the implication that the delay was caused by my failure to monitor or process the bill when the document itself was not received or endorsed to me. It would be difficult to attribute negligence to me for failing to act upon a document that was not within my possession, control, or knowledge at the relevant time.

Regarding the second Notice to Explain concerning the Davao Light electric bill, I would likewise like to clarify the circumstances surrounding the new online billing procedure. As stated in the notice, the delay allegedly occurred because of insufficient knowledge of the new process implemented by the electric provider, which required the use of an online account to access billing

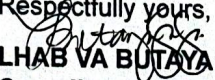
statements. This new procedure had not previously been established or formally communicated to me as part of my regular duties, nor was I properly introduced, trained, or formally assigned the responsibility of managing such online utility billing accounts. Furthermore, I did not receive or manage the billing statement in the manner being alleged. Being a Compliance Coordinator does not, by itself, mean that I automatically have access to every company document, online account, billing statement, or financial transaction, particularly when the responsibility and necessary access have not been formally assigned or provided to me. If the expectation moving forward is for the Compliance Coordinator to monitor such online utility accounts, I respectfully request that the responsibility, procedures, account access, and corresponding workflow be clearly communicated and formally endorsed so that the task can be properly performed and similar issues can be avoided in the future.

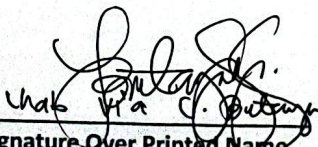
I would also like to provide context regarding the actual workload and responsibilities of the Compliance Coordinator. Our work involves handling multiple permits, licenses, government applications, compliance documents, renewals, follow-ups, inspections, and other regulatory requirements for different showrooms. These matters are often time-sensitive and require continuous coordination with government agencies, supervisors, personnel, and other concerned parties. We are frequently required to prioritize documents and requirements that are critical to the continued operation and regulatory compliance of each showroom. The workload is substantial, and managing these compliance requirements is not an easy task. Nevertheless, despite the volume and pressure of the work, I continuously make every effort to accomplish my assigned responsibilities and, whenever possible, assist with matters outside my primary functions.

There have been numerous instances when I have assisted with tasks beyond my primary responsibilities whenever my workload and available time permitted. However, when several urgent compliance requirements need to be handled simultaneously, there are instances when we have to prioritize tasks that are directly assigned to our position and those that have immediate regulatory or operational consequences. This is not an indication of negligence or unwillingness to cooperate, but rather a practical necessity in managing competing work priorities and ensuring that the company's compliance requirements are properly attended to.

In view of the foregoing, I respectfully deny any allegation of negligence, failure to comply with company policies, or intentional disregard of my duties. The utility bills were not formally assigned to me as a regular responsibility, the water bill was never received or endorsed to me, and the new online billing procedure for the electric bill was not properly communicated or assigned to me. There was no intent on my part to cause any delay, penalty, or financial loss to the company. Despite our substantial workload and the numerous permits, licenses, and compliance requirements we handle across different showrooms, I have consistently performed my assigned duties and assisted with other matters whenever possible. I remain willing to cooperate with any formally assigned responsibility, provided that the duties, procedures, document endorsements, and necessary access are clearly established. **I therefore respectfully request that the circumstances be properly considered and that I not be held liable for matters that were not formally assigned to me and were beyond my control.**

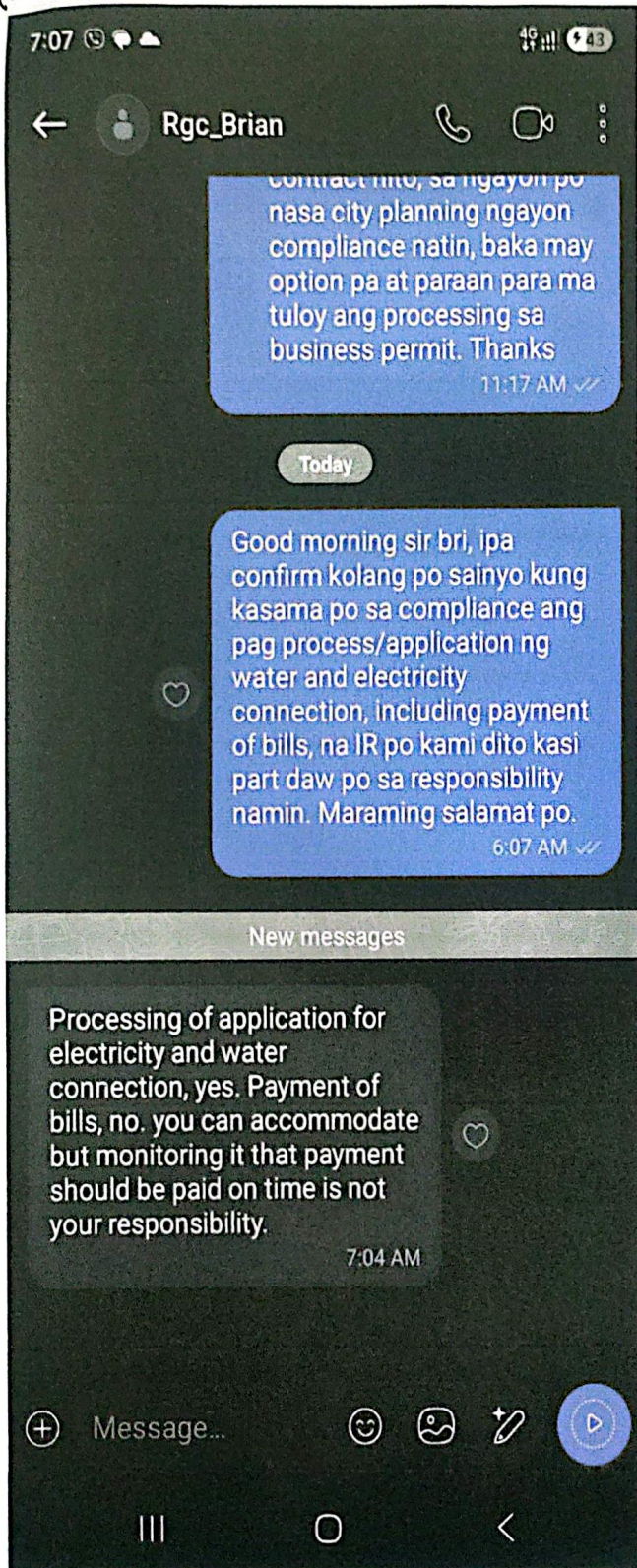
Thank you for giving me the opportunity to explain my side. I respectfully hope that my explanation, together with the actual circumstances surrounding these matters, will be given due consideration during the investigation.

Respectfully yours,

LHAB VA BUTAYA
Compliance Coordinator
RGC Satellite Davao

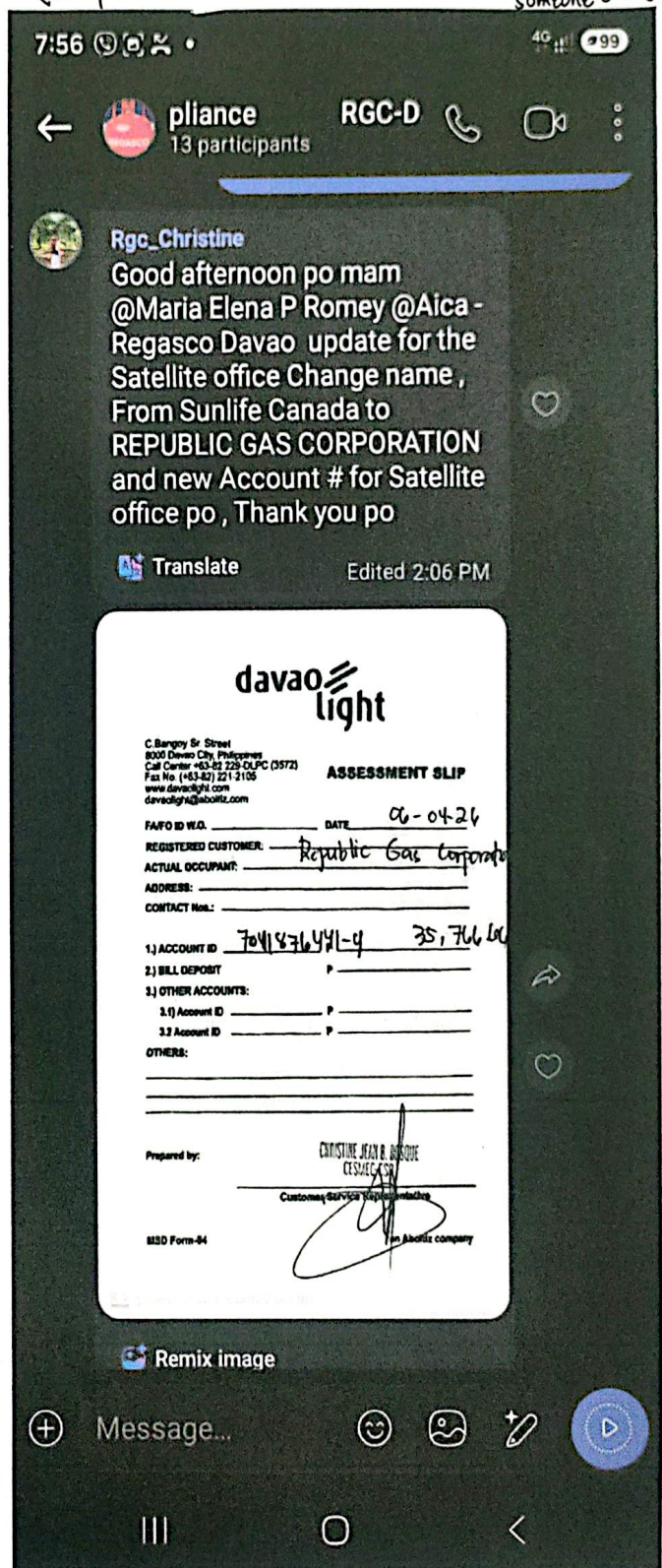

Signature Over Printed Name

8/15/2026

Evidence 1
(Message from Sir Brian, Head of Compliance Dept.)



Evidence 2 (Davao light handled by Compliance Coordinator from Warehouse not satellite.)
(Proof that the documents of davao light was handled by someone else (not us))



INCIDENT REPORT

PERSON INVOLVE:	JESSA EBAY	LHAB VIA BUTAYA	IR NO:	DVO-00064
POSITION:	COMPLIANCE COORDINATOR	COMPLIANCE COORDINATOR	DATE:	August 1, 2026
PERSON INVOLVE:	JEMAICA ZIPAGAN	CHERRY BASALAN		
POSITION:	OK DAVAO	AGM-DAVAO		
DEPARTMENT:				
SUBJECT:	PENALTY ON ELECTRIC BILL			

Location of Incident:	Davao Satellite
Total Amount/Value (if any): (Loss, short, damage, etc.)	715.33

Nagkaroon ng surcharge sa pagbabayad ng electric bill ng Davao Satellite dahil sa pagkaantala ng pagbabayad. Isa sa mga naging dahilan nito ay ang huling pag-abot ng electric bill, dahil lumalabas na pala ito sa online portal at kinakailangang gumawa ng account upang ma-access ang billing statement. Bilang Compliance Coordinator na siyang tumatanggap at nangangasiwa sa mga dokumentong may kaugnayan sa utility bills, inaasahan na alam at nasusubaybayan na ang bagong proseso ng electric provider, kabilang ang paggamit ng online account para sa pagkuha ng billing statement. Dahil nakatalaga ka sa Davao Satellite, mahalagang maging updated sa mga pagbabagong ito upang maiwasan ang pagkaantala sa pagbabayad. Bukod dito, bilang Officer-in-Charge (OIC) at Acting General Manager (AGM) ng Planta, bahagi rin ng iyong responsibilidad ang pag-supervise sa lahat ng utility bills ng kumpanya, tulad ng water bill at electric bill. Kinakailangang magkaroon ng maayos na monitoring ng mga due date at billing schedules upang matiyak na ang lahat ng bayarin ay nababayaran sa tamang oras at maiwasan ang pagkakaroon ng surcharge, penalties, at iba pang hindi kinakailangang gastusin ng kumpanya.

[illegible]

PRINCESS MELANIE SABERON
Plant Accountant 1

Rejane Mae Alvarez
HR Associate

