

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

TO : LHAB VIA BUTAYA
FROM : COMPLIANCE COORDINATOR/ RGC SATELLITE DAVAO
DATE : Human Resource Department
RE : August 6, 2026
RE : NOTICE TO EXPLAIN

NTE-DVO STL-RGC-2026-008

This refers to the incident report dated August 01, 2026, submitted to the Human Resource Department on August 06, 2026, regarding your alleged violation of company policy: **"Penalty on Water Bill"** which has been brought to our attention for appropriate action. Based on the report: A surcharge was allegedly incurred on the payment amounting 316.34 of the Davao Satellite Office's water bill due to delayed payment. The delay allegedly occurred because the water bill was submitted late, resulting in settlement beyond the due date and the imposition of a penalty.

[illegible][illegible]

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 1st 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: R. Emao
Robby Jean B. Emao
 Asst. HR- Head Mindanao

* PA3 confirmed charges / to be reviewed by
sir Les Uy for final decision

* There is negligence because the account was
not endorsed/processed to Water District

* Water Bill was also submitted late by building personnel

Acknowledgment of the Employee

Princess C. Lina
LHAB RMA C. LINA

Signature over printed Name

Date Received by: 8/11/2024

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

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 Water Bill Payment

Dear Human Resource Department,

Good day.

In response to the Notice to Explain regarding the alleged violation concerning the delayed payment of the Davao Satellite Office's water bill and the corresponding penalty, I respectfully submit this written explanation to clarify my side and the circumstances surrounding the matter.

First, I would like to respectfully clarify that the monitoring, tracking, and processing of the company's utility bills, including water bills, was never formally introduced to me as one of the specific responsibilities or assigned functions of my position as Compliance Coordinator. At no point was this responsibility clearly communicated to me as part of my regular duties or formally turned over to me for monitoring and processing.

Furthermore, the particular water bill referred to in the Notice did not reach my hands nor was it personally received or endorsed to me for processing. As such, I had no actual possession of or access to the said bill from which I could have determined its due date or initiated its payment. It would therefore be difficult for me to monitor or act upon a document that was not received or endorsed to me in the first place.

I would also like to clarify that, as discussed by Sir Bryan confirmed by sir Jack, our Supervisor, Compliance Coordinators may assist in matters such as utility bills when our workload and available time permit. However, such assistance is intended to be supplemental and should not be interpreted as making the monitoring and payment of utility bills one of the primary responsibilities of the Compliance Coordinator.

Our primary responsibilities as Compliance Coordinators are focused on permits, licenses, regulatory compliance, and other important documents and requirements necessary for the operation of each showroom. These include monitoring applications, coordinating with government agencies, following up requirements, preparing and securing supporting documents, and ensuring that important compliance matters are addressed within their respective deadlines.

In the course of performing these responsibilities, we handle numerous requirements simultaneously across different showrooms. These matters are often time-sensitive and require continuous coordination and follow-up with various offices and personnel. We have a substantial workload, and managing these compliance requirements is not an easy task. Nevertheless, I continuously make every effort to attend to the responsibilities assigned to me and to assist with other matters whenever I am able to do so.

With respect to the alleged violations under the Employee Handbook, I respectfully believe that the circumstances stated above should be considered. There was no intentional neglect, refusal to comply, or deliberate failure on my part to perform a responsibility assigned to me. The bill was

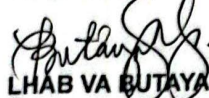
not personally received or endorsed to me, and the monitoring of such bills was not formally established or communicated to me as one of my regular responsibilities.

I respectfully maintain that the circumstances surrounding the delayed payment should not be construed as negligence or a deliberate failure to perform my duties as Compliance Coordinator. I have always endeavored to fulfill my responsibilities to the best of my ability and to assist in matters beyond my primary duties whenever my workload and time permit.

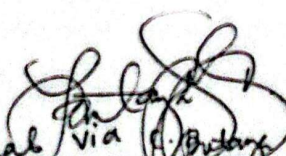
I sincerely hope that this explanation and the actual circumstances of the matter will be given due consideration during the investigation.

Thank you for the opportunity to explain my side.

Respectfully,



LHAB VA BUTAYA
Compliance Coordinator
RGC Satellite Davao


Lhab Va Butaya
Signature Over Printed Name

8/15/2024

Please refer to the picture below (evidence) : Message from Sir Brian, Head of Compliance Department.

