

REGASCO

MEMBER:



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

DAVAO SATELLITE OFFICE

TO : Jessa Mae Ebay
: COMPLIANCE COORDINATOR/ RGC SATELLITE DAVAO
FROM : Human Resource Department
DATE : August 6, 2026
RE : NOTICE TO EXPLAIN

NTE-DVO_STL-RGC-2026-009

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 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.

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:

Robby Jean B. Emao
Asst. HR- Head Mindanao

* PA1 confirmed charges /to be reviewed by sir Les Uy for final decision

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

* Water Bill was also submitted late by building personnel

Acknowledgment of the Employee

JESSA MAE EBAY

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

Dear Sir/Madam,

Good day.

This letter is in response to the Notice to Explain (NTE) dated June 6, 2026 regarding the penalty incurred on the water bill.

I respectfully submit my explanation and clarify that the monitoring, processing, and payment of the water bill were not part of my assigned responsibilities as Compliance Coordinator. I was not assigned or instructed to handle the payment or monitor the due date of the said utility account.

I would also like to emphasize that I did not receive, handle, or have custody of any documents related to the water bill. I was not provided with the bill, payment details, due date, or any notice concerning the account. Therefore, I had no knowledge of the status of the bill or that it had incurred a penalty.

I was surprised to be informed that the penalty would be charged to me, considering that I had no custody of the relevant documents, no authority over the payment, and no involvement in the transaction that resulted in the penalty.

I fully understand the importance of accountability and compliance with company policies. However, I respectfully believe that accountability should be based on the actual responsibilities, authority, and custody of the documents and transactions involved.

I therefore respectfully request that the circumstances surrounding the water bill penalty be reviewed, including the actual assignment of responsibility for its monitoring and payment, before any charge or penalty is imposed upon me.

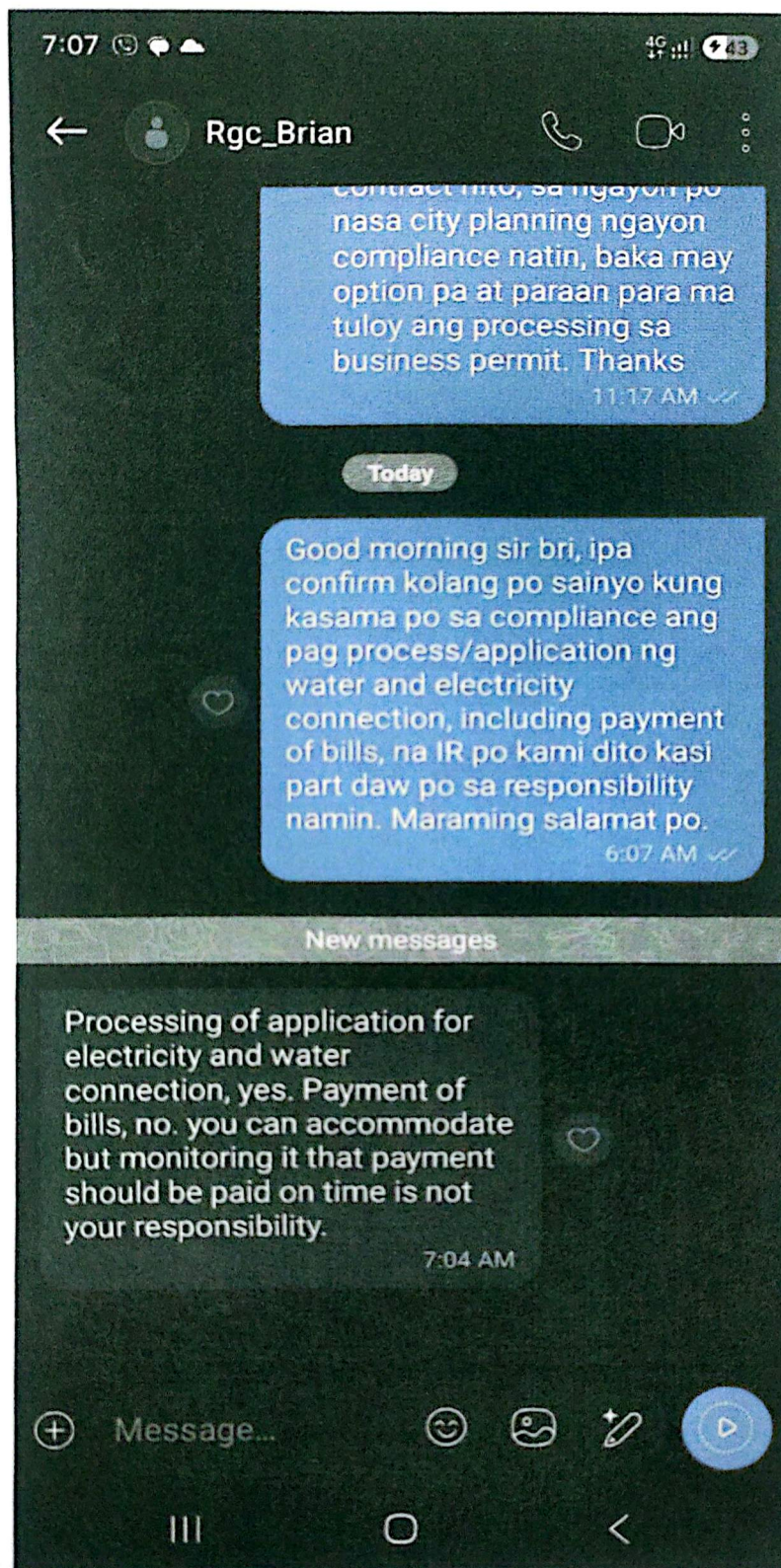
Thank you for giving me the opportunity to explain my side. I respectfully hope that my explanation will be considered fairly.

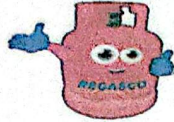
Respectfully yours,

JESSA MAE C. EBAY
Compliance Coordinator


Signature Over Printed Name

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





REGASCO

REPUBLIC GAS CORPORATION

INCIDENT REPORT

PERSON INVOLVE: JESSA EBAY LHAB VIA BUTAYA IR NO: DVO-00065
POSITION: COMPLIANCE COORDINATOR COMPLIANCE COORDINATOR DATE: August 1, 2026
PERSON INVOLVE: _____
POSITION: _____
DEPARTMENT: _____
SUBJECT: PENALTY ON WATER BILL

Location of Incident: Davao Satellite
Total Amount/Value (if any): 316.34
(Loss, short, damage, etc.)

A surcharge was incurred on the payment of the Davao Satellite office's water bill due to delayed payment. The delay occurred because the water bill was submitted late, resulting in the payment being made beyond the due date and incurring a penalty.

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.

[Faint background text and a large, illegible stamp are visible in the background of this section.]

Handwritten Calculation:

152.50
+ 163.84

316.34

Handwritten Signature: *Princess Melanie Saberon*

Printed Name: PRINCESS MELANIE SABERON
Position: Plant Accountant 1

Handwritten Signature: *Rejane Mae Alvarez*

Printed Name: Rejane Mae Alvarez
Position: HR Associate

