

Dear All Area & Branch Managers,

This reiterates the WAREHOUSE DELIVERY POLICY with some amendments as follows:

- 1) Area Managers must ensure and compel their BM's for 100% COMPLIANCE.
- 2) Changing of Penalties for violating this policy would be as follows:

Article V: Section 5.12: Negligence of duty. Failure to perform task which is normally expected on employee's discharge of duty; or inattentiveness to details resulting to significant error.

CURRENT PENALTIES		
No. of Offense	Sanction (existing)	Monetary Penalty
1 st	Written Warning	Written Warning
2 nd	3-6 days suspension	P100.00
3 rd	7-15 days suspension	200.00
4 th	Dismissal/ Termination	300.00
5 th		500.00
6 th		700.00
7 th		1,000.00
8 th		Termination


AMENDED PENALTIES (New)	
I.	Failure to report overages/shortages of deliveries within the allowed time per DR (Warehouse Delivery Guidelines #6). a. If Audit will discover – P2,000 b. If reported to MIS thru email – P1,000
II.	Failure of the branch to send the signed copy of DR/AR to warehouse within 15 days – P1,000
III.	Delayed tagging as “accepted/received” or posting of the delivery within the allowed period per DR (See Warehouse Delivery Guidelines p3). a. If Audit will discover – P2,000 b. If reported to MIS thru email – P1,000
IV.	Failure to report un-uploaded DRs within 24 hours from date of receipt of the physical items. a. If Audit will discover – P2,000 b. If reported to MIS thru email – P1,000

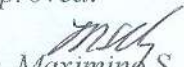
List of negligence covered by above sanction

1. Failure to report overage and shortage of deliveries within the allowed time.
2. Failure of the branch to send the signed copy of DR/AR to Warehouse within 15 days.
3. Delayed tagging as “accepted/received” of the delivery in EOIS within the allowed period.
4. Failure to report unposted deliveries.
5. Failure to send copy of signed DR/AR to Warehouse.

Resetting of offenses is every quarter.

Please see attached detailed policy for your reference.


Myles V. Nicolas
Accounting/Audit Manager

Approved:

Dr. Maximino S. Uy
President & CEO