

## Rizza C. Alfonso

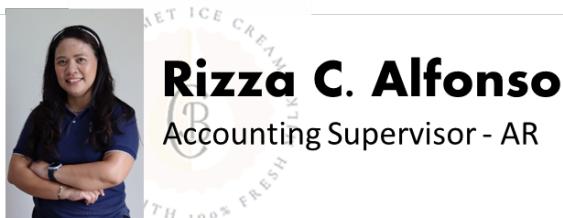
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**From:** Rizza C. Alfonso  
**Sent:** Thursday, April 10, 2025 10:13 AM  
**To:** Arwin G. Red; Lorainne May B. Tejada  
**Cc:** Reginald Angelo S. Gripal; Ma. Jazelle S. Mendoza; Joseph Allan O. Roxas; Bimsy D. Mapa  
**Subject:** RE: Notice of Unauthorized Document Searching in AR Area

Hi sir,

Noted on the report from your team.  
We'll send the full story within the day.

Sincerely,



THE LAGUNA CREAMERY INC.  
rcalfonso@carmensbest.com.ph  
(049) 559-8070 loc. 261  
0928-516-6057



An advertisement for Carmen's Best Fresh Milk. It features three bottles of milk: Whole Milk (brown), Low Fat Milk (white), and Chocolate Milk (brown). The background is white with a large, stylized drop shape. The text 'Fresh is Best' is written in a cursive font above the bottles. Below the bottles, the text 'WHOLE MILK • LOW FAT MILK • CHOCOLATE MILK' is listed.

Carmen's Best Fresh Milk is now available!

[Our Milk Launch](#)

[Shop Now](#)

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**From:** Arwin G. Red <[agred@carmensbest.com.ph](mailto:agred@carmensbest.com.ph)>  
**Sent:** Thursday, April 10, 2025 10:10 AM  
**To:** Rizza C. Alfonso <[rcalfonso@carmensbest.com.ph](mailto:rcalfonso@carmensbest.com.ph)>; Lorainne May B. Tejada <[lbtejada@carmensbest.com.ph](mailto:lbtejada@carmensbest.com.ph)>  
**Cc:** Reginald Angelo S. Gripal <[rsgripal@mpav.com.ph](mailto:rsgripal@mpav.com.ph)>; Ma. Jazelle S. Mendoza <[msmendoza@carmensbest.com.ph](mailto:msmendoza@carmensbest.com.ph)>; Joseph Allan O. Roxas <[joroxas@carmensbest.com.ph](mailto:joroxas@carmensbest.com.ph)>; Bimsy D. Mapa <[bdmapa@mpav.com.ph](mailto:bdmapa@mpav.com.ph)>  
**Subject:** Re: Notice of Unauthorized Document Searching in AR Area

Verbal Convo of Jam and your team.

Jam:

Kaisel, Avin and Eden kung pwede kami maghanap ng SI na nawawala dun sa SI used booklet kasi di namin nasama sa transmittal. Suspected namin naipit sa used SI kasi canxelled yung delivery.

Eden/Avin/Kaisel: Sige sir. Then pabirong sinabi na bka pwede masabay yung mga invoices na hinahanap din namin.

Jam: Sige, chat mo samin SI number para masama.

Then after bumaba na si Eden/Kaisel/Aivin kasi may swimming daw sila.

Get [Outlook for Android](#)

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**From:** Arwin G. Red <[agred@carmensbest.com.ph](mailto:agred@carmensbest.com.ph)>

**Sent:** Thursday, April 10, 2025 10:01:07 AM

**To:** Rizza C. Alfonso <[rcalfonso@carmensbest.com.ph](mailto:rcalfonso@carmensbest.com.ph)>; Lorainne May B. Tejada <[lbtejada@carmensbest.com.ph](mailto:lbtejada@carmensbest.com.ph)>

**Cc:** Reginald Angelo S. Gripal <[rsgripal@mpav.com.ph](mailto:rsgripal@mpav.com.ph)>; Ma. Jazelle S. Mendoza <[msmendoza@carmensbest.com.ph](mailto:msmendoza@carmensbest.com.ph)>;

Joseph Allan O. Roxas <[joroxas@carmensbest.com.ph](mailto:joroxas@carmensbest.com.ph)>; Bimsy D. Mapa <[bdmapa@mpav.com.ph](mailto:bdmapa@mpav.com.ph)>

**Subject:** Re: Notice of Unauthorized Document Searching in AR Area

Riza,

As per Jam and Laiza, nagpaalam sila kay Aivin, Eden and Kaisel before they touch the document - specifically SI and DR used booklets kaai may hinahahanap na invoice na nawawala and they suspected na nakaipit.

Nagpaalam pa sila kung pwede ibaba pero as per Aivin wag na dito na lang sa ofis.

The checking of used DR and SI leads us to find the missing invoice.

Hope to talk to your people first before accusing us.

Thanks.

Arwin

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**From:** Rizza C. Alfonso <[rcalfonso@carmensbest.com.ph](mailto:rcalfonso@carmensbest.com.ph)>

**Sent:** Thursday, April 10, 2025 9:52:40 AM

**To:** Arwin G. Red <[agred@carmensbest.com.ph](mailto:agred@carmensbest.com.ph)>; Lorainne May B. Tejada <[lbtejada@carmensbest.com.ph](mailto:lbtejada@carmensbest.com.ph)>

**Cc:** Reginald Angelo S. Gripal <[rsgripal@mpav.com.ph](mailto:rsgripal@mpav.com.ph)>; Ma. Jazelle S. Mendoza <[msmendoza@carmensbest.com.ph](mailto:msmendoza@carmensbest.com.ph)>;

Joseph Allan O. Roxas <[joroxas@carmensbest.com.ph](mailto:joroxas@carmensbest.com.ph)>

**Subject:** RE: Notice of Unauthorized Document Searching in AR Area

Hi sir Arwin,

Noted po.

Looping HR team.

Sincerely,



**Rizza C. Alfonso**

Accounting Supervisor - AR

THE LAGUNA CREAMERY INC.  
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0928-516-6057



*Fresh* IS BEST

Our freshest drop  
is now available!

WHOLE MILK • LOW FAT MILK • CHOCOLATE MILK



Carmen's Best Fresh Milk is now available!

[Our Milk Launch](#)

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**From:** Arwin G. Red <[agred@carmensbest.com.ph](mailto:agred@carmensbest.com.ph)>

**Sent:** Thursday, April 10, 2025 9:51 AM

**To:** Rizza C. Alfonso <[rcalfonso@carmensbest.com.ph](mailto:rcalfonso@carmensbest.com.ph)>

**Cc:** Reginald Angelo S. Gripal <[rsgripal@mpav.com.ph](mailto:rsgripal@mpav.com.ph)>; Ma. Jazelle S. Mendoza <[msmendoza@carmensbest.com.ph](mailto:msmendoza@carmensbest.com.ph)>

**Subject:** Re: Notice of Unauthorized Document Searching in AR Area

Hi Riza,

Please send the copy of NTE to us so that we can respond to your claims properly.

Thanks.

Arwin

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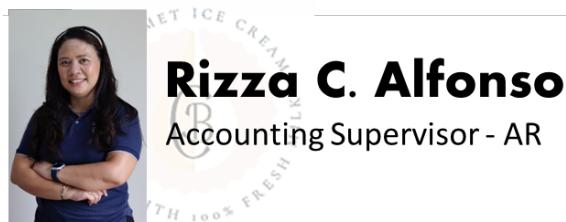
**From:** Rizza C. Alfonso <[rcalfonso@carmensbest.com.ph](mailto:rcalfonso@carmensbest.com.ph)>  
**Sent:** Thursday, April 10, 2025 9:35:43 AM  
**To:** Arwin G. Red <[agred@carmensbest.com.ph](mailto:agred@carmensbest.com.ph)>  
**Cc:** Reginald Angelo S. Gripal <[rsgripal@mpav.com.ph](mailto:rsgripal@mpav.com.ph)>; Ma. Jazelle S. Mendoza <[msmendoza@carmensbest.com.ph](mailto:msmendoza@carmensbest.com.ph)>  
**Subject:** Notice of Unauthorized Document Searching in AR Area

Dear sir Arwin,

Good morning.

This is to formally address a recent incident involving the unauthorized searching of documents within our area. Please be reminded that all files and records are strictly confidential and must only be accessed by authorized personnel. This act is a direct violation of our workplace policies. As such, we will be coordinating with the Human Resources Department to **issue a Notice to Explain (NTE)** to the individual(s) involved for appropriate action.

Sincerely,



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