

January 8, 2018

To

Mrs. Lorna Regala

General Manager

Envirocycling Fiber Inc.

Dear Ma'am,

I write to express my candidly apology for my violation of improper weighing of grade last December 22, 2017 under the supplier **195_NORMA RAFAEL/ NVJ**. I made a mistake I weigh in a wrong paper grade of the supplier I clicked ONP (Old news print) instead of Chipboard in the system and I forgot to check the quality while it was unloaded as well as I failed check also the IDR (Incoming delivery receipt) before I gave it to the A.P. I neglect to listen to the quality inspector in the telephone and not being attentive, I just being lazy and irresponsible on that day as the result of that I make a mistake. I am sorry for what I did and it's not my intention to do that, sorry for the inconvenience that I caused it is just show that day my lack of enthusiasm at work.

I know this kind of behavior at work is not excusable because I failed to cope up and comply with the standard procedures and rules of the company, I would like to reassure that it will not happen again hence if the same violation will repeat indeed I'm aware of the company rules and the work ethics that I follow, I will undergo the due process and face the consequences of my action as per company rules.

I made a mistake and humbly ask for your forgiveness.

Thank you.

Sincerely,



Marcelino, Michael J.

Inventory Controller



PASAY FIBER RECOVERY CORP

NOTICE TO EXPLAIN

December 23, 2017

TO:

EMPLOYEE NAME : MARCELINO, MICHAEL, J.
POSITION : INVENTORY CONTROLLER
BRANCH : KAYBIGA

RE : IMPROPER WEIGHING OF GRADE

FR : OPERATION

This office has received information/complaint of your alleged violation of company policy detailed hereunder:

Supplier has been weigh-in a wrong paper grade, Instead of chipboard it was ONP (Old Newsprint) recorded. Unable to check the quality while being unloaded and as well as the Incoming Delivery Receipt.

In which it is a clear violation of our Company rules on **(Violated Company Policies)**

Please explain in writing and submit to the undersigned a letter explaining your side **within 120 hours** upon receipt of this notice. Failure to submit your explanation within the period above means that you waive your right to be heard and the management will decide on your case on the basis of the evidence at hand, and if warranted, impose the appropriate sanction.

Please be guided accordingly.

PANGILINAN, JEFFNOLD, R.
BRANCH HEAD

Received By:

MARCELINO, MICHAEL, J.
INVENTORY CONTROLLER

Date Received: 01/08/18

MARCELINO, MICHAEL, J.
Inventory Controller

INCIDENT REPORT FORM

Date: January 02, 2018

Branch: Kaybiga

Brief Description of the incident:

Around 10:40am while Mr. Michael Marcelino weighing the truck of Norma Rafael (NVJ) with plate number WHL678 he accidentally entered a wrong paper grade on the system. Instead of chipboard he was recorded it as Old Newsprint quality. He was unable to check the quality being unloaded.

What happened?

1. Improper weighing of paper grade to Norma Rafael (NVJ), recorded as ONP not Chipboard.

When did it happen? (Indicate date and time)

December 22, 2017

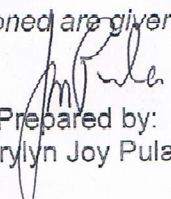
Where did it happen? (Indicate the specific place of the incident)

Nova Fiber Recovery Corp.

Who are the persons involved?

Michael Marcelino

I hereby certify that all facts and information above mentioned are given in the best of my knowledge.


Prepared by:
Marilyn Joy Pula

This portion is to be filled by Branch Supervisors and Coordinators only.

Corrective Action:

1. Reviewed the procedure taken by Inventory Controller that causes such error/mistake.
2. Give Notice to Explain regarding with the incident.
- 3.

Preventive Action:

1. Reorient the Inventory Controller about the importance of awareness to the operation especially the proper procedure of handling/weighing suppliers.
- 2.
- 3.

Received by:

Date Received:
