



NOVA FIBER RECOVERY CORP

## NOTICE TO EXPLAIN

June 23, 2018

TO:

EMPLOYEE NAME : LAZARO, NELSON, S.  
POSITION : MOBILE EQUIPMENT OPERATOR  
BRANCH : PARAÑAQUE

RE :

DAMAGE TO PROPERTY

FR :

OPERATION

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

### **DAMAGE TO PROPERTY**

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.

CALAGUAS, NIÑO BENEDICT, D.  
BRANCH HEAD

Received By:

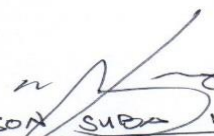
LAZARO, NELSON, S.  
MOBILE EQUIPMENT OPERATOR

Date Received: 06-25-18

DEAR, SIR MA'AM

AKO PO SI NELSON LAZARO NA HARBING

NG OPERATE NG FORK LIFT AT SUPUSURO SA WASTE  
AT PAHLIKO NG AY TUMAPSA SA TRUCK NI MCK KYA  
NAGKARONA NG KONTING GASHAS AT YUP NG FORK LIFT  
PAGPAGMAYAN NG PO SAMA SA DI SADYANG PAH  
KAGASHAS NG FORK LIFT MAGIINGAT NG PO SA SUSUNOD  
MARAMING SALAMAT PO SA PAGHAWAT.

  
NELSON SUPA LAZARO  
LUBOS NA GUMAGALANG