

Pasay Fiber Recovery Corporation

October 9, 2019

To

Mrs. Lorna Regala

General Manager

Envirocycling Fiber Inc.

Mr. Jeffnold Pangilinan

Branch Head

Dear Ma'am / Sir.

Good day.

I want to inform you that are my allegedly tardiness is have explanations:

August 1, 2018 (47 Minutes) – I applied for my UMID I'd in SSS Fairview Branch along Regalado avenue and I texted the office 11:15am that I will be late in work due to long queue in SSS. The Purpose that I applied for UMID I.D is for my DFA passport Application for supporting documents and I don't have Government Issued Valid ID's yet.

August 9 to 15, 2018 – (15 minutes & 12 minutes) - I was late because there is a heavy traffic in Gen Luis so I texted the office the that I will be late for work.

August 28, 2018 (5 minutes) - I applied for my TIN I.D in BIR Quezon Ave and inform the office that I will be late on the day and due to long queue in BIR and traffic along the way.

August 31, 2018 (19 minutes) - Since I worked overtime I hardly can't sleep in the night so I woke up late around 11am but I informed the office that I will be late at work on that day.

Yet if my Excuse is not valid or not acceptable I will undergo the due process and face the consequences of my action as per company rules.

Sincerely Yours:



Michael Marcelino

Inventory Controller



October 09, 2018

TO:

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

RE : TARDINESS

FR : OPERATION

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

Tardiness for the month of August 2018 dated:

- August 1 (47 minutes)
- August 9 (15 minutes)
- August 15 (12 minutes)
- August 28 (5 minutes)
- August 31 (19 minutes)

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: OCT 9, 2018