

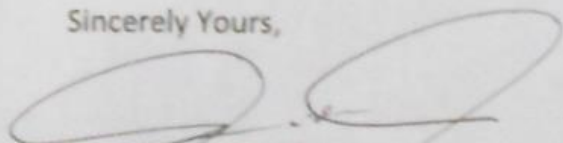
October 18, 2017

Dear Sir/Ma'am,

I've made the 5th instance of tardiness last September because the guard won't allow me to enter the compound since the motorcycle of Allen that I drive has no sticker. Almost 5 minutes elapsed I call Allen, and as per Allen he already renew the motorcycle but he didn't yet put the new sticker. After so many discussion to please the guard he finally let me to pass through.

And also 5th instance of tardiness last August because of the two bridge construction at concepcion near BMEG and it cause an heavy traffic.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Reynaldo P. Caridaoan Jr.', with a large, stylized flourish at the end.

Reynaldo P. Caridaoan Jr

Assistant Programmer



ENVIROCYCLING FIBER, INC.
TECO Industrial Park, Ninoy Aquino,
Bundagul Mabalacat Pamp.

NOTICE TO EXPLAIN

October 13, 2017

TO

EMPLOYEE NAME : CARIDAOAN JR., REYNALDO P.
POSITION : ASSISTANT PROGRAMMER
BRANCH : PAMPANGA

RE : EXCESSIVE TARDINESS
FR : HUMAN RESOURCES DEPARTMENT

Based on (x) records and () Incident report, you are asked to explain the following incident:

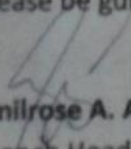
The Top Management along with the Human Resources Department has been able to monitor your tardiness last AUGUST 2017. Where you have incurred the following counts of tardiness:

| Name of Employee | Date of Commitment | Late | Remarks |
|-------------------------|--------------------|---------|-----------------|
| | | Minutes | |
| Caridaoan Jr., Reynaldo | 2-Aug-17 | 4 | 1st instance |
| | 7-Aug-17 | 5 | 2nd instance |
| | 8-Aug-17 | 1 | 3rd instance |
| | 16-Aug-17 | 3 | 4th instance |
| | 17-Aug-17 | 6 | 5th instance/DR |

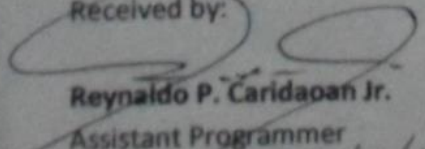
In which it is a clear violation of our Company rules and regulations under **Article 1 Offenses** related to attendance, **Section 5 – Habitual Tardiness of Five Occasions**. Tardiness in one Calendar month regardless of the accumulated minutes. Tardiness of Forty five minutes total late in one calendar month regardless of the frequency. (Light offense).

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.


Emilrose A. Aguinza
Branch Head

Received by:


Reynaldo P. Caridaoan Jr.

Assistant Programmer

Date Received: 14/12/17