



ENVIROCYCLING FIBER INC

NOTICE TO EXPLAIN

October 03, 2018

TO:

EMPLOYEE NAME : FERNANDEZ, VIRRA MARIE, D.
POSITION : INVENTORY CONTROLLER
BRANCH : PAMPANGA

RE : TARDINESS

FR : OPERATION

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

excessive tardiness
September 17, 2018 12 1st instance
September 18, 2018 5 2nd instance
September 22, 2018 3 3rd instance
September 26, 2018 1 4th instance
September 28, 2018 5 5th instance
September 29, 2018 9 6th instance

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.

AGUNZA, EMILROSE, A.
BRANCH HEAD

Received By:

FERNANDEZ, VIRRA MARIE, D.
INVENTORY CONTROLLER

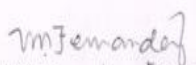
Date Received: 10/3/2018

October 03, 2018

To whom it may concern,

I, Viva Marie D. Fernandez, Inventory Controller of EFL Pampang is writing this letter to apologize for my excessive tardiness last September. This is due to the mode of transportation I'm taking. I have tried adjusting my time to be able to come on time but sometimes the drivers are really slow. I promise to adjust my time more so that I can come earlier than usual. However, if not met, I'm ready to face the consequences. Thank you for your kind consideration. God bless!

Sincerely,


Viva Marie D. Fernandez