



January 08, 2024

Mr. Alejandro B. Villanueva III

#801 Bautista Bldg., Sangitan East Burgos Ext.,
Cabanatuan City, Nueva Ecija

Dear Mr. Villanueva,

Information was forwarded to the Human Resources Department that you are no longer reporting to work since December 16, 2023.

On December 15, 2023, you informed your Account Officer regarding the health condition of your father and formally asked permission for immediately leaving your job at Robinsons Cabanatuan. Your Store Manager were also aware regarding this matter.

Based on the record, verified on January 8, 2024, you are supposed to end your probationary contract to KPII on January 5, 2024, yet you failed to finish the latter. Also, no resignation letter was filed and you even refused to send your father's medical certificate as proof for leaving your job immediately.

As much as we want to consider your reason for leaving your job immediately, this still resulted to a violation to our Company Policy.

Please be advised that the Company Code of Discipline, particularly in VIII. Gross Negligence, Section 7 states that abandonment of work which is unauthorized and unexcused absence for a period of five (5) consecutive days is a ground for dismissal.

In addition, Article 282 of the Labor Code of the Philippines, among others provides that, "Gross and habitual neglect by the employee of his duties" is a ground for termination of employment.


If there are some compelling reasons that Management should not take this action, you must provide a written explanation within five (5) calendar days upon receipt hereof.

You may mail your explanation to Kolin address or send it thru hrd.er@kolinphil.com.ph

Moreover, we fully expect you to return all the company property that is in your possession including your ID and ATM card to the Human Resources Department.

For your information. Thank you.


Maria Lourdes B. Precones
HR – Employee Relations


Mamerta F. Tagle
HR Supervisor

HRD-ER -24-01-001
cc: DC/File/Rect./Admin/Timekeeping
201 file

 Kolin Philippines Int'l., Inc.

Plant and Head Office:
Blk 3 Lt 5 Main Drive, FCIE Compound,
Brgy. Langkaan I, Dasmariñas, Cavite
Tel: (632) 8749-2118
Fax (046) 402-0793
www.kolinphil.com.ph / [kolinphilippines](http://kolinphilippines.com)

Operation Office:
1854 Sta. Rita St., Guadalupe Nuevo,
Makati City
Tel: (632) 8851-2711, 12 or 15
Fax: (632) 8852-2170
Sales Dept. Fax: (632) 8852-4791

