



August 27, 2024

**Mr. Raymond B. Labios**

Francia St., Brgy. Palta Salvacion,  
Virac, Catanduanes

Dear Mr. Labios,

Information was forwarded to the Human Resources Department that you are no longer reporting to work since August 14, 2024.

On August 22, 2024, the PM-Management Assistant reported that you were no longer reporting since August 14, 2024. Additionally, you had failed to report daily sales within the given period. Few days after, the said PM-Management conducted an investigation last August 20, 2024 and asks you to update your daily sales report but you no longer respond. Moreover, the HR-Timekeeping Assistant mentioned that you were not responding to any of her messages to you too and up until now. However, you were not able to submit your resignation letter, and you also failed to render 30 days as your proper turn-over period. Due to this, you violated the 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](mailto: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.

  
**Jasmine Dale B. Discar**  
HR – Employee Relations

  
**Mamietha F. Tagle**  
HR Supervisor

HRD-ER-24-08-080  
cc: /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](http://www.kolinphil.com.ph) / [kolinphilippines](http://kolinphilippines)

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

