

From: PMDD EPIMB <pmdd.wesm@gmail.com>

Sent: Monday, March 26, 2018 1:54 PM

To: Dennis T. Villareal

Subject: Re: Public Consultation on draft Department Circular on Causar Pays Mechanism (CPM) and Independent Market Operator (IMO) Arrangements - Cebu

Sir/Madam,

Greetings from the Department of Energy!

We are pleased to invite you or your representative/s to a Public Consultation on 11 April 2013 at Cebu Parklane International Hotel, Cebu City on the following topics:

1. Draft Department Circular on Causar Pays Mechanism (CPM); and
2. Draft Department Circular on Independent Market Operator (IMO) Arrangements.

The said activities are in line with the DOE's mission to formulate and implement policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably-priced energy.

Attached herewith are the registration form and provisional agenda for your reference. We look forward to your active participation in this undertaking.

Kindly acknowledge upon receipt of this email. Thank you.

Power Market Development Division
Electric Power Industry Management Bureau
Department of Energy

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This email was Virus checked by UTM 9. <http://www.sophos.com>

Subject: Re: Grid Reliability Monitoring System (GRMS) Workshop/Refresher Course Invitation

From: spc_trading13@yahoo.com

To: rmamable@gmc.org.ph; gmcreliability@gmc.org.ph

Cc: rtgarcia@gmc.org.ph; totievivero@gmc.org.ph; egdimaliwat@firstgen.com.ph; EGDimaliwat@firstgas.com.ph; cas_villegas@yahoo.com; lot.caminero@gmail.com; arturopepito56@yahoo.com; ad_pepito@yahoo.com; spc_naga@yahoo.com; jnreuyan@yahoo.com; sjohnseigfred@yahoo.com; rudybacs@yahoo.com; dba32261@yahoo.com.ph; kkayrliobot@gmail.com; sipcbdpp.ts@gmail.com; sipc_bdpp@yahoo.com.ph; rofuja@yahoo.com; paraydiesel@gmail.com; spc_trading13@yahoo.com; bandalanrhedan@gmail.com; spc_bandalan@yahoo.com

Date: Monday, August 28, 2017, 8:06:49 PM GMT+8

Good evening Miss Regine,

Following are the final and updated representative/s in every generating plant **re: Grid Reliability Monitoring System (GRMS) Workshop / Refresher Course Invitation** to be held on August 31, 2017 (Thursday) at 9:00 AM - 2:00 PM at the AVA Conference Room, GMC office (20F Pacific Center Building, San Miguel Avenue, Ortigas Center, Pasig City) for your proper information, guidance and reference.

Cebu Diesel Power Plant 1 (CDPP1)

1. **Rodolfo V. Bacalso** - Shift Engineer

Bohol Diesel Power Plant (BDPP)

1. **Gilbert Y. Eumage** - Results Engineer - B

Panay Diesel Power Plant (PDPP)

1. **Genniel T. Saba** - Electrical and Instrumentation Supervisor
2. **Marlene Joy E. Muega** - Results Engineer - B

Makati Office

1. **Rhedan P. Bandalan** - Trading Specialist - B

Kindly acknowledge receipt. Thank you and God bless.

Rhedan P. Bandalan

Trading Specialist - B



SPC Power Corporation
SPC Island Power Corporation

7th Floor Citibank Center
8741 Paseo de Roxas, Makati City

Telephone Number(s):
Direct Line: 810-5899;
Trunk Line: 810-4474 to 810-4477
Mobile Number: 0917-559-2207

On Thursday, August 3, 2017, 4:49:29 PM GMT+8, Regine M. Amable <rmamable@gmc.org.ph> wrote:

Good day Sirs and Ma'ams!

The Grid Management Committee (GMC), Inc. would like to invite you on the upcoming **Grid Reliability Monitoring System (GRMS) workshop/refresher course** (free of charge). The workshop will be held on **August 31, 2017 (Thursday) at 9:00 AM - 2:00 PM** here at the AVA Conference Room, GMC office (20F Pacific Center Building, San Miguel Avenue, Ortigas Center, Pasig City).

The GMC will be providing the AM Snack for all the participants and everyone will be given enough time to take their lunch, at their own expense, outside the GMC office.

Should you have further questions regarding the above matter, please contact the undersigned person.

Thank you very much and see you at the workshop!

Note: Bring your own laptop!

Kindly acknowledge receipt of this email.

Warm Regards,

Regine M. Amable

Engineer – Reliability Subcommittee

Grid Management Committee (GMC), Inc.

Tel: 6378500 Loc. 213 Fax: 6364886 Mobile: 09974321028

Email: rmamable@gmc.org.ph

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Subject: Fw: RE: NMMS Web Services Training

From: spc_trading13@yahoo.com

To: arturopepito56@yahoo.com; ad_pepito@yahoo.com; spc_naga@yahoo.com; sjohnseigfred@yahoo.com; jnreuyan@yahoo.com; rudybacs@yahoo.com; dba82261@yahoo.com.ph; kkaydibot@gmail.com; sipcbdpp.ts@gmail.com; sipc_bdpo@yahoo.com.ph; rofuja@yahoo.com; panaydiesel@gmail.com

Cc: ces_villegas@yahoo.com; lot.caminero@gmail.com

Date: Friday, November 24, 2017, 4:35:37 PM GMT+8

Sir/Madam,

Good afternoon.

We are forwarding the confirmation email from PEMC re: **NMMS Web Services Training on November 23, 2017 (Tuesday) 9am to 11am at PEMC-Ortigas**, for your proper information, guidance and action.

Thank you and best regards.

Krizzia Alyanna G. Angeles
Trading Asst.

7th Floor Citibank Center
8741 Paseo de Roxas, Makati City

Telephone Number(s):
Direct Line: 810-5899;
Trunk Line: 810-4474 to 810-4477
Mobile Number: 0917-559-2207

----- Forwarded Message -----

From: Andrea May T. Caguete <amtcaguete@wesm.ph>

To: spc_trading13@yahoo.com <spc_trading13@yahoo.com>

Cc: Josell F. Co <jfco@wesm.ph>; Edward I. Olmedo <eiolmedo@wesm.ph>; Maricel A. Portillo <maportillo@wesm.ph>; Rosemarie C. Ravena <rcravena@wesm.ph>; Lizette D. Sebuc <ldsebuc@wesm.ph>

Sent: Friday, November 24, 2017, 4:24:44 PM GMT+8

Subject: RE: NMMS Web Services Training

Hi Krizzia,

This is to confirm your additional participants for the **November 23 NMMS Web Services Training**.

Thank you!

Regards,

Rhea

From: Andrea May T. Caguete

Sent: Thursday, 23 November 2017 1:32 PM

To: 'spc_trading13@yahoo.com' <spc_trading13@yahoo.com>

Cc: Josell F. Co <jfco@wesm.ph>; Edward I. Olmedo <eiolmedo@wesm.ph>; Maricel A. Portillo <maportillo@wesm.ph>; Rosemarie C. Ravena <rcravena@wesm.ph>; Lizette D. Sebuc <ldsebuc@wesm.ph>

Subject: RE: NMMS Web Services Training

Hi Krizzia,

As of the moment, we are currently still awaiting confirmation from the participants for the November 23 NMMS Web Services Training until tomorrow, November 24, 2017 (Friday). May I request you to follow-up with us tomorrow around 4:00pm for final confirmation of the additional participants?

Thank you so much for your understanding!

Regards,

Rhea

From: Andrea May T. Caguete
Sent: Monday, 20 November 2017 10:52 AM
To: 'spc_trading13@yahoo.com' <spc_trading13@yahoo.com>
Cc: Josell F. Co <jfco@wesm.ph>; Edward I. Olmedo <eiolmedo@wesm.ph>; Maricel A. Portillo <maportillo@wesm.ph>; Rosemarie C. Ravena <rcravena@wesm.ph>; Lizette D. Sebuc <ldsebuc@wesm.ph>
Subject: RE: NMMS Web Services Training

Hi SPC,

We acknowledged the receipt of your confirmation of the SIPC and SPC Participants for the NMMS Web Services Training.

However, as of the moment, we only allotted a maximum of 2 participants per company for the training. We will endeavor to accommodate your additional participants as soon as we consolidated the confirmation of the expected participants.

Should you have any further question, please don't hesitate to inform us.

Thank you!

Regards,

Andrea May T. Caguete

Trading Operations Department

Philippine Electricity Market Corporation

Tel. No. (632)-6318734 loc 297

amtcaguete@wesm.ph

From: SPC Power Corporation / SPC Island Power Corporation [mailto:spc_trading13@yahoo.com]
Sent: Friday, 17 November 2017 6:50 PM
To: WESM Info <info@wesm.ph>; training <training@wesm.ph>
Cc: Cesar Villegas <ces_villegas@yahoo.com>; Lot Caminero <lot.caminero@gmail.com>; Arturo Pepito <ad_pepito@yahoo.com>; Arturo Pepito <arturopepito56@yahoo.com>; SPC NAGA <spc_naga@yahoo.com>; John Seigfred G. Saludar <sjohnseigfred@yahoo.com>; Dionisio Abarquez <dba82261@yahoo.com.ph>; Kristine Libot <kkaylibot@gmail.com>; Sipc_bdpp TS <sipcbdpp.ts@gmail.com>; SIPC BDPP <sipc_bdpp@yahoo.com.ph>; Rommel Jalbuena <rofuja@yahoo.com>; Panay Diesel <panaydiesel@gmail.com>
Subject: Re: NMMS Web Services Training

Sir/Madam,

Good evening.

Dear All,

In line with the efforts of PEMC to provide further engage Trading Participants with details on the Implementation Enhanced WESM Design via the New Market Management System (NMMS), we would like to invite you to the "NMMS Web Service Training" on **23 November 2017** from **9:00 AM to 11:00 AM**.

This activity is in line with the roll-out activities of the NMMS that aims to train and familiarize the Luzon and Visayas Trading Participants with the use of a web service to enable automation of submission of offers/bids, and retrieval of market results.

We are allotting a maximum of 2 persons per Company for this activity. Preferably, at least one of them is well-versed with software development. Please send us the names of your nominated attendees on or before **20 November 2017**.



The GMC will be providing the AM Snack for all the participants and everyone will be given enough time to take their lunch, at their own expense, outside the GMC office.

Should you have further questions regarding the above matter, please contact the undersigned person.

Thank you very much and see you at the workshop!

Note: Bring your own laptop!

Kindly acknowledge receipt of this email.

Warm Regards,

Regine M. Amable

Engineer – Reliability Subcommittee

Grid Management Committee (GMC), Inc.

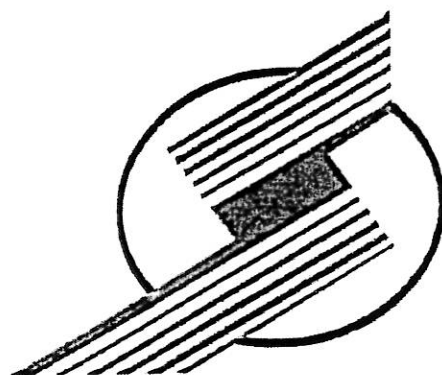
Tel: 6378500 Loc. 213 Fax: 6364386 Mobile: 09974321028

Email: rmamable@gmc.org.ph

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UNIFORM CODE OF CONDUCT



OBJECTIVE

The Uniform Code of Conduct is hereby adopted in recognition of the role of discipline in the effective promotion of a healthy and harmonious relationship among workers. The rules and regulations embodied are designed for the following purposes:

1. To impress upon the workers their duties and obligations in carrying out the company's objectives and goals.
2. To provide corrective or reformatory measures in order to improve the employee's performance, enhance his capabilities and gear his attitudes towards this end in order to attain a higher level of productivity.
3. To establish a definite pattern of conduct in order to ensure a harmonious relationship among workers.

Administrative Proceedings in
Handling Cases on Violation
of the Code of Conduct

Sec. 1. Administrative Proceedings may be started by the Administration or Business Unit Manager or upon complaint of any other person or employee.

Sec. 2. Who can file a Complaint?

Any SPC employee can file a complaint against his co-employee who violated the SPC Code of Conduct.

Sec. 3. What to do in filing the complaint?

a) The COMPLAINANT should submit a written complaint that will contain the needed information :

1. Name of respondent;
2. The Business Unit where he/she (RESPONDENT) belongs;
3. The position of the RESPONDENT and;
4. The nature of offense committed based on SPC Code of Conduct.
5. The document(s) to support the written complaint such as : detailed report on how the violation was committed, evidence including photographs if any and statement/s of the witness(es).

b) Address the complaint/s to the Business Unit Manager where the RESPONDENT belongs, copy furnished the Human Resource Section and the Business Unit Manager of the "COMPLAINANT".

c) Written complaints must bear the signature of the COMPLAINANT/s. Business Unit Manager is advice not to entertain any unsigned document or complaint.

d) Filing of complaint must be done immediately and must be filed at the Business Unit Manager's Office ^{or Human Resource Section} within 72 hours after an offense violation was committed.

Sec. 4. Complaint not done in writing may not be given due course and the RESPONDENT will not be required to answer.

Sec. 5. No action shall be taken on an anonymous complaints unless there is obvious truth or merit to such complaint, in which case the Business Unit Manager shall take the initiative in filing the complaint against the officer or an employee. Action thereon shall be in accordance with the procedure prescribed herein.

Sec. 6. Upon receipt of the complaint, the Business Unit Manager evaluates if the complaint is within his jurisdiction to discipline based on the following guidelines :

- A. All Offenses with penalty on the first offense of below fifteen (15) days suspension are under the jurisdiction and are to be investigated and decided by the Business Unit Manager. In this case he is the Disciplining Authority for such nature of offenses.
- B. All Offenses with penalty on the first offense of fifteen (15) days suspension or more are under the jurisdiction of the Administration Manager. In which case he is the Disciplining Authority for such nature of offenses.

Sec. 7. Order to Answer.

- A. If the complaint is within the jurisdiction of the Business Unit Manager (For Offenses classified in " A " of Section 6), he shall then be given seven (7) working days, upon receipt of the complaint, to notify the RESPONDENT in a form of "Show Cause Memo " (see Appendix) of the complaint to which a copy shall be attached. The RESPONDENT shall be made to answer within 72 hours from receipt thereof.
- B. If the complaint is not within the jurisdiction of the Business Unit Manager, (For offenses classified in " B " of Section 6), he shall then, within seven (7) working days upon receipt of the complaint, formally endorse the complaint to the Administration Manager together with all the pertinent papers and evidences needed. The Administration Manager will have two (2) months, upon receipt of the endorsement, to evaluate the complaint and may opt to activate the "Fact Finding Board " to assist in gathering of facts and evidences prior to the sending of the "Show Cause Memo" to the accused or RESPONDENT which will also be made to answer within seventy two (72) hours from receipt of the Show Cause Memo.

- Sec. 8. The RESPONDENT shall file or submit his written answer within the period specified in the memo. Failure to submit his answer will constitute waiver of his right to file one.
- Sec. 9. The Respondent's answer shall contain specific facts, and shall be accompanied or supported with documentary evidence, if there be any, in support of the defense.
- Sec. 10. Thirty (30) working days after the receipt of the answer from the respondent, the Disciplining Authority may conduct a formal investigation with the respondent, complainant and witnesses present. However, the Disciplining Authority may not conduct the formal investigation if the case can be decided based on the evidences presented.
- Sec. 11. If the Disciplining Authority decides to conduct a formal investigation, thirty (30) working days after the formal investigation, the Disciplining Authority shall make a decision and formally notifies the respondent, stating therein the corresponding sanction based on the SPC Code of Conduct. A copy of which shall be given to the complainant and the Human Resources Section for implementation and execution.
- Sec. 12. Upon receipt of the notice of decision, the RESPONDENT is given ten (10) working days to file an appeal addressed to the "Higher Disciplining Authority (Station Manager)". However, such appeal should be course through the person who rendered the decision (the Disciplining Authority) and the Disciplining Authority then is given seven (7) working days to formally turn over all the pertinent documents to the Higher Disciplining Authority for evaluation. If no formal appeal has been received by the office of the Disciplining Authority on or before the prescribed ten (10) day period, the decision by the Disciplining Authority in section 11 is already final and executory.

STANDARD

Sec. 1. Any of the following may be a ground for an appeal:

- a. New evidence has been discovered which will materially affect the decision
Imposed;
- b. Decision is not supported by evidence on record; or
- c. Errors of law have been committed prejudicial to the interest of the respondent.

Sec. 2. The party adversely affected by the decision of the Disciplining Authority may file an appeal within ten (10) working days from receipt of the decision.

Sec. 3. The notice of appeal shall specifically state:

- Date of the decision appealed from;
- Date respondent received the decision .
- Reason for the Appeal

Sec. 4. The notice of Appeal must be addressed to the Higher Disciplining Authority but filed with the one who rendered the decision (the Disciplining Authority) which inreturn shall formally endorsed said notice to the Higher Disciplining Authority.

Sec. 5. If a formal appeal is filed by the respondent, the Higher Disciplining Authority is given sixty (60) working days upon receipt of the appeal, to study the appeal and decide it. The higher Disciplining Authority also has the right to adduce further evidence(s) as he may deem necessary to aide him in the resolution of the appeal. The decision of the Higher Disciplining Authority shall be final and executory.

EFFECTIVITY CLAUSE

Sec. 1. This Code of Conduct and Discipline shall take effect on April 01, 1997.

NATURE OF OFFENSE/VIOLATION

I. EFFICIENCY

A. Attendance

1. Unexcused Absence or Absence Without Official Leave (AWOL) within a 12-month period.
 - a. All AWOL's must be acknowledged by the employee concerned in the AWOL Acknowledgment Form at his Business Unit which will be required by the Business Unit Manager and with a copy of the same furnished the Human Resource Section

- b. An employee's AWOL of 1 to 4 days, whether consecutive or not, will be recorded by his Business Unit Manager and reported to the Human Resource Section.

- c. For AWOL of 5 to 6 days, whether consecutive or not, the penalty is WRITTEN WARNING to be issued by the Business Unit Manager concerned with a copy furnished the Human Resource Section for the 201 file.

- d. For AWOL of 7 days or more, whether consecutive or not, within a calendar year (that is from January 1 to December 31) provided that the company with due regard to due process retains the prerogative of determining whether the absence is excused or unexcused.

DISCHARGE

2. Unexcused Tardiness (counting will start after the fifteen minutes allowance) in a month unless with valid reasons.

- a. 1 once

Verbal
Warning

- b. 3 times consecutive

Written
Warning

- c. 5 times consecutive

3 days
suspension

7 days
suspension

15 days
suspension

30 days
suspension

Discharge

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
d. Intermittent tardiness for 7 times	3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
3. Failure to Report for Overtime work after being scheduled and after so agreeing to work overtime (except for just reasons.)	written warning	3 days suspension	7 days suspension	15 days suspension	Discharge
4. Failure to notify the Human Resource Section and Business Unit Manager within five (5) days of alleged sickness treated by outside physician (not Company physician), except for justifiable reasons.	3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge

An employee who is absent without official leave (AWOL) should be required to sign the AWOL acknowledgment form upon his return furnishing copy to HRS, if he refuses, he may, however be allowed to report for work if he can present any of the following conditions:

a. **Confirmatory Excuse Slip.** This may be granted/approved by the Business Unit Manager concerned or his authorized representative after such absence only in cases of emergency such as death or serious illness of an immediate member of an employee's family or any other emergency which may be deemed justified in the discretion of the Business Unit Manager or his authorized representative.

b. **Sick Leave Slip.** This should cover the employee's absence duly signed by the Company Doctor. A sick slip shall cover only one particular period of sickness.

c. **Medical Certificate.** This shall cover only one particular period of absence and which must be notarized if issued by an outside physician. In such cases, the medical certificate shall be forwarded to

HRS which shall in turn forward the same to the Company Doctor for approval. If approved, the Company Doctor shall issue the covering sick leave slip for that particular period otherwise the employee concerned shall be considered AWOL.

NATURE OF OFFENSE / VIOLATION

B. Work Attitudes :

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
1. Quitting work before end of prescribed working time without proper permission. If he quits more than 15 minutes before quitting time, should be considered "loafing"	Written Reprimand with stern Warning	3 days Suspension	7 days Suspension	15 days Suspension	Discharge
2. Loafing while on duty (This includes idle conversation not related to work, or apparently overstaying in the comfort room, entertaining visitors during working hours not in connection with assignment, roaming around work areas not his assigned work place). Leaving work, work station or assigned duties without proper permission for any purpose not related to work or assignment. (If serious breakdown or damage to company property or disruption of normal operation / activity result, the penalty shall be discharge).	Written Reprimand with stern Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
3. Insubordination or open defiance towards instructions of superiors including refusal to accept job assignments unless refusal is justified.	Discharge				
4. Serious misconduct or willful disobedience by the employee of the orders of his employer or representative in connection with his work.	Discharge				
5. Engaging in horseplay	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge

For: Doc Capote, ps

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
6. Refusal to accept and/or comply Company notices, memos, and policies.	3 days suspension	7 days suspension	15 days suspension	Discharge	
7. Failure to report to the hospital or clinic for physical examination on designated date unless for valid reasons.	7 days suspension	15 days suspension	Discharge		
8. Sabotage	Discharge				
9. Leaving place of work without permission in case of emergency or urgent work without being properly relieved at end of shift. (If damage to Company property and/or normal operation / activity is hampered, the penalty shall be next higher depending on the severity of damage or disruption).	3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
C. Work Performance:					
1. Gross and habitual neglect by the employee of his duties.	Discharge				
2. Fraud or willful breach by the employee of the trust reposed in him by his employer or representatives.	Discharge				
3. Acts of misfeasance involving the commission of fraud or breach of trust or dishonesty.	Discharge				
4. Acts of misfeasance injurious to the business or fraud or breach of trust or dishonesty.	Discharge				
5. Gross negligence resulting in material loss, destruction or serious damage to Company property or to property of other persons within the company premises.	Discharge				
6. Gross negligence resulting to serious physical injury to other persons within company premises	Discharge				
7. Causing damage to company property or physical injuries to other persons inside work areas due to horseplay or unexcusable negligence (depending on degree of damage or injury).	7 days suspension	15 days suspension	Discharge		

NATURE OF OFFENSE/VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
8. Mistake due to carelessness causing machinery or equipment to be idle or useless (depending on value of machinery or equipment).	15 days suspension	Discharge			
9. Creating or contributing to unsanitary conditions or poor housekeeping.	3 days suspension	7 days suspension	15 days suspension	Discharge	
10. Abandoning station without due permission for any purpose not called for by the nature of one's employment (If resulting in serious disruption of operation, immediate discharge)	3 days suspension	7 days suspension	15 days suspension	Discharge	
11. Dozing while on duty (if resulting in serious damage to Company property or disruption of operation, immediate discharge).	3 days suspension	7 days suspension	15 days suspension	Discharge	
12. Sleeping on the job. If damage to company property or loss of production results, immediate Discharge.	15 days suspension	Discharge			
13. Failure to report loss of, or damage done to, company property in his custody within 24 hours, without acceptable excuse.	3 days suspension	7 days suspension	15 days suspension	Discharge	
14. Deliberate and intentional destruction of company property.	Discharge				
15. Deliberately operating or continuing to operate any Company vehicle knowing it to be defective or not operational per standard operating procedure of the Company. (Immediate Discharge, if serious damage results.)	3 days suspension	7 days suspension	15 days suspension	Discharge	
16. Removal of Company property including records without proper authority.	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
17. Negligence or carelessness in the course of work performance resulting to damage to company property and/or disruption of normal operation / activity	7 days suspension	15 days suspension	30 days suspension	Discharge	

NATURE OF OFFENSE/VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
18. Wasting material to cover defective or erroneous work.	3 days suspension	7 days suspension	15 days suspension	Discharge	Discharge

II.

SOCIAL RELATIONSHIP AND BEHAVIOR:

A. Offenses Against Persons :

1. Fighting, provoking, instigating or taking part in a fight during working hours within company premises, except in legitimate self defense. (If deadly weapons are used, penalty is Discharge).
2. Threatening, intimidating, coercing or interfering with fellow employees insofar as such actions interfere with working relationship.
3. Commission of a crime, offense or assault made upon the person of a superior, any member of management or immediate member of their family, in connection with the employee's work.
4. Intentionally hiding tools, equipment or other properties belonging to his co-employee or co-worker for the purpose of delaying work overtime or prejudice him.

B. Offenses Against Property :

1. Posting on or removal of any written or printed matter from company bulletin boards or company property at any time unless specifically authorized by Management; or deliberately defacing or destroying notices put up by the company.

NATURE OF OFFENSE/VIOLATION

FIRST OFFENSE SECOND OFFENSE THIRD OFFENSE FOURTH OFFENSE FIFTH OFFENSE

2. Stealing from company or from other persons (Theft)
 Discharge but penalty may be reduced to suspension depending upon the circumstances
3. Using Company material or equipment to do unauthorized work.
 15 days suspension Discharge
4. Improper or dishonest substitution or attempting to substitute company material or equipment with another of inferior quality or of lesser value
 30 days suspension Discharge
5. Improper or incorrect use of parts or tools in doing work.
 Written Warning 3 days suspension 7 days suspension 15 days suspension Discharge

C. OFFENSES AGAINST MORALS:

1. Immoral behavior or conduct within company property or premises.
 15 days suspension Discharge
2. Acts of lasciviousness (include sexual harassment)
 15 days suspension Discharge
3. Using obscene insulting or offensive language or words against co-employees within working areas. (If against a superior Discharge)
 3 days suspension 7 days suspension 15 days suspension Discharge
4. Making false and malicious statements against co-employees or company official.
 15 days suspension 30 days suspension Discharge

NATURE OF OFFENSE/VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
13. Conviction by final judgment of a crime involving moral turpitude.	Discharge				
14. Taking prohibited drugs inside the company premises whether off duty or on duty.	Discharge				
15. Reporting for work while under the influence of prohibited drugs affecting work and personal behavior.	Discharge				

* NOTE: 1. The Company may request any employee to submit to a drug test or any special medical examination if the company has sufficient reasons to do so.
2. Prohibited drugs includes but not limited to ;
Shabu , Marijuana, Cocaine and those that are punishable by law.

III. SECURITY AND COMPANY INTEREST

1. Disseminating any written or printed information within company premises inimical to the interests of the company or its employees. Discharge
2. Permitting another to use one's ID Card or using another's ID Card in time and time out. Discharge
3. Refusal to show ID Card at the request of the immediate superior or member of the Security Department on company premises. 15 days suspension
4. Using unauthorized exits and entrances. 7 days suspension
5. Entering or assisting other persons to enter any restricted area without specific authority or permission. 15 days suspension

NATURE OF OFFENSE / VIOLATION		FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
6.	Carrying firearms or deadly weapon inside company premises	Discharge				
7.	Causing disturbance inside company premises.	7 days suspension	15 days suspension	Discharge		
8.	Giving false testimony or withholding vital information during company conducted investigation.	Discharge				
9.	Deliberately giving wrong information which cause confusion, delay or disruption of normal operation or work activity.	15 days suspension	Discharge			
IV. SAFETY						
1.	Failure to observe a safety rule or regulation, including traffic safety rules. (depending on nature of violation or consequence may be outright suspension or discharge).	Written Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
2.	Violation of safety (and traffic) rules and regulations resulting in damage to company property or injury to others (may be immediate discharge depending on extent of damage or seriousness of injury).	15 days suspension	Discharge			
3.	Failure to report to the Medical Services for treatment of any industrial accident no matter how minor.	3 days suspension	7 days suspension	15 days suspension	Discharge	
4.	Smoking within " NO SMOKING" area. (Immediate discharge if violation results in fire, damaging company property or operation)	7 days suspension	15 days suspension	30 days suspension	Discharge	
5.	Using or operating company vehicle , machinery or equipment without proper authorization from the Business Unit Manager.	15 days suspension If unauthorized use resulted in damage to equipment or part thereof, the penalty is DISCHARGE	Discharge			

NATURE OF OFFENSE / VIOLATION

FIRST OFFENSE SECOND OFFENSE THIRD OFFENSE FOURTH OFFENSE FIFTH OFFENSE

6. Disregarding any of the Traffic Signs of the PNP Highway patrol adopted by the company as part of its Traffic rules and regulations, constituting two (2) or more violations in one single act shall fall under RECKLESS DRIVING.

15 days suspension

7. Driving over the specified speed limits for the road per traffic sign posted.

15 days suspension

8. Driving while under the influence of liquor. (Penalty is immediate discharge if causing serious damage to company property or injury to other persons).

7 days suspension

15 days suspension

30 days suspension

9. Driving without proper LTO License for the current year and corresponding company permit (Suspension or discharge if causing accident depending on its extent and seriousness).

Written Warning

3 days suspension

7 days suspension

15 days suspension

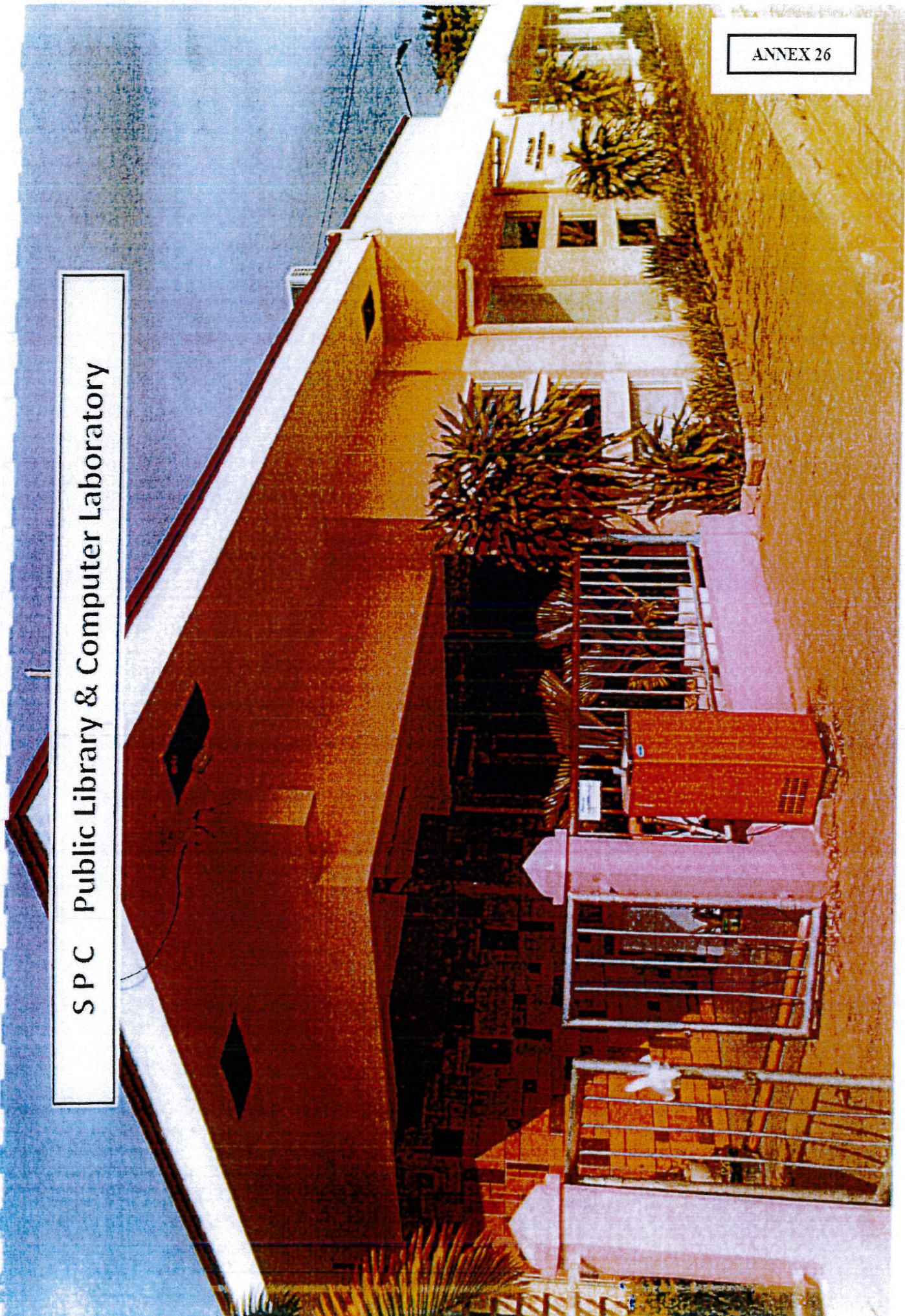
30 days suspension

NOTE :

1. In general, acts punishable by dismissal may be reconsidered for only 30 days suspension if mitigating circumstances are attendant such as good service records and length of service of the respondent, etc.
2. All disciplinary actions bordering on attendance will be accumulative only for one (1) calendar year and shall be removed from the records of the employee-respondents after losing their effectivity.

SPC Public Library & Computer Laboratory

ANNEX 26



NO FOOD ALLOWED INSIDE

SILENCE, PLEASE

REFERENCE BOOKS & JOURNALS



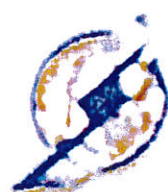




LIBRARY
AND
COMPUTER
LABORATORY

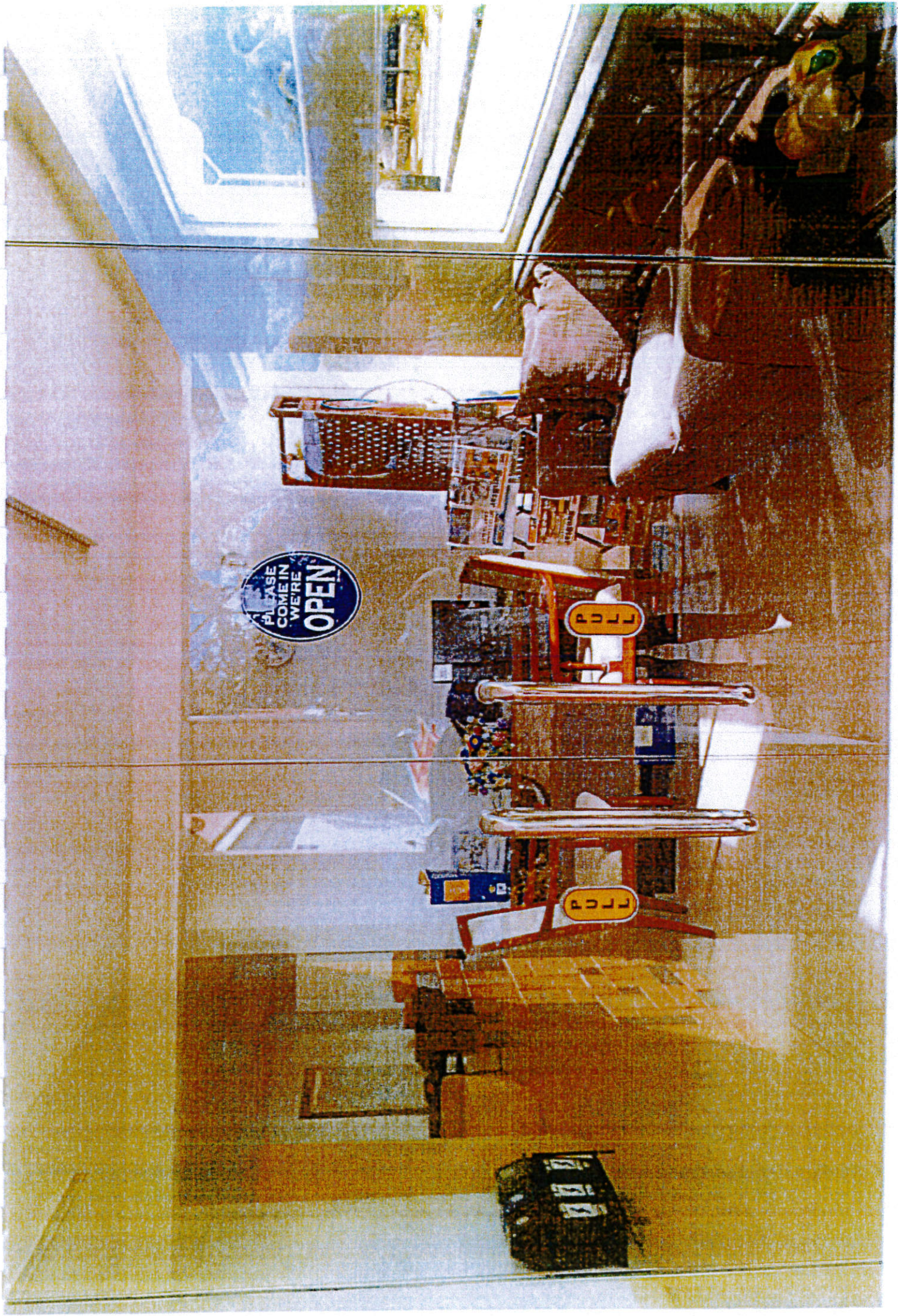
OFFICE OF THE
DIRECTOR AND CHIEF OF
THE
FEDERAL BUREAU OF INVESTIGATION

DEPARTMENT OF JUSTICE



SPECIAL AGENT CORPORATION







SPC POWER CORPORATION

JULY 08, 2014

Feeding Program

for our
Senior Citizens





SPC Feeding Program

THE SENIOR CITIZEN
COLON GEBU
NAGA





SPC Power Corporation



TREE PLANTING

Naga Power Plant Complex

March 11, 2014

"Grow a tree... One tree can make a difference..."







S P C Scholarship Program



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF
SPC POWER CORPORATION**

Held at the SPC Conference Room, 7th Floor, Citibank Center
8741 Paseo de Roxas, Makati City
On November 28, 2018 (3:00 P.M.)

PRESENT:

ALFREDO L. HENARES
DENNIS T. VILLAREAL
ALBERTO P. FENIX, JR.
RAMON Y. SY
SERGIO R. ORTIZ-LUIS, JR.
ENRIQUE L. BENEDICTO
GO, JAE-HAN
AHN, SOON-CHAN
SHIN, DONG-WOO
ROBERTO F. DE OCAMPO
GUILLERMO P. DABBAY, JR.

ALSO PRESENT:

MA. LUZ L. CAMINERO
JAIME M. BALISACAN
CESAR O. VILLEGAS
CORAZON L. GAMEZ
ANTONIO T. CORPUZ
REMIGIO MICHAEL A. ANCHETA II
MISHELLE ANNE R.
RUBIO-AGUINALDO
JAMES ROY N. VILLAREAL
CHO, SUNG-HWAN
CHUNG, KEEYONG

1. Call to Order

The Chairman, Mr. Alfredo L. Henares, called the meeting to order at 3:10 p.m. The Corporate Secretary, Mr. Remigio Michael A. Ancheta II, recorded the proceedings.

2. Quorum Certification

Mr. Ancheta certified that proper notices of the meeting were sent to all Directors. He also certified the presence of ten (10) Directors who constitute a quorum to transact business of the Board.

3. Minutes of Previous (May 28, 2018) Meeting

SVP for Finance, Mr. Jaime M. Balisacan, confirmed the "availability rates" as reported at page 4 of the minutes.

He also corrected the term "current revenue rate" mentioned in page 5 of the minutes. The term should be "project IRR," and the sentence, as corrected, should read: "Mr. Ahn Soon Chan asked about the project IRR. Mr. Villegas replied that SPC is still looking at 18% IRR."

Upon motion duly made and seconded, without any objection, the Board unanimously approved the minutes of its meeting on May 28, 2018, as corrected.

4. Matters Arising from Previous Meeting

Mr. Ancheta informed the Board that matters arising from the previous meeting were included in the present agenda, including updates on the return of the Naga Power Plant Complex (NPPC) and on new projects.

5. Consolidated Financial Statements as of and for Nine (9) Months Ended September 30, 2018

Mr. Balisacan reported that there had been a significant improvement on the performance of the Group (SPC, KSPC, MECO, SIPC, SMPC, BLCI, SECI, SLCI) in the third quarter of 2018, pushing the consolidated net income in the first nine months of 2018 to P1,582.5 million, 31.6% higher compared to the same nine-month period last year. Earnings per share reached P1.04 in the nine months to September 2018 as compared to P0.79 in the same nine-month span last year. Return on equity was computed at 16.07% versus 13.05% the year before. Equity share in the earnings of investee companies accounted for 68% of the consolidated net income in the first nine months of 2018. Power generation and power distribution contributed 30% and 2%, respectively.

Pertaining to the same nine-month periods of 2018 and 2017, Mr. Balisacan also reported on, among other things: (i) 2.5% increase in consolidated assets; (ii) 46.1% reduction in total liabilities; (iii) 10.4% increase in total stockholders' equity; (iv) 15.2% increase in unappropriated retained earnings; and (v) 122.0% increase in cash and cash equivalents.

He explained that the major sources of cash and cash equivalents in the first nine months of 2018 were as follows: (i) net cash provided by operating activities, P176.8 million; (ii) cash dividends received from investee companies, P1,115.4 million; (iii) Bid Price returned by PSALM, P1,143.2 million. He also said that the major applications of funds for the same period were as follows: (i) payment of cash dividends, P612.5 million, and (ii) new additions to property, plant, and equipment, P65.8 million.

The details are contained in the "Management's Discussion and Analysis of Financial Conditions and Results of Operations as of and for Nine Months Ended September 30, 2018 and 2017" attached to the agenda folder.

He also discussed the highlights in the following:

- (i) Consolidated Statements of Financial Position as of September 30, 2018 and December 31, 2017;
- (ii) Consolidated Statements of Comprehensive Income for Three Months Ended September 30, 2018 and 2017;
- (iii) Consolidated Statements of Comprehensive Income for Nine Months Ended September 30, 2018 and 2017;
- (iv) Consolidated Statements of Changes in Stockholders' Equity for Nine Months Ended September 30, 2018 and 2017; and
- (v) Consolidated Statements of Cash Flows for Nine Months Ended September 30, 2018 and 2017.

The Board noted the reports.

6. Projected Financial Statements as of and for the Year Ending December 31, 2018

6.a Parent Company

Mr. Balisacan discussed the Parent Company's Projected Financial Statements as of and for the year ending December 31, 2018 and relevant matters:

- (i) Summary of Selected Major Assumptions
- (ii) Projected Statements of Income
- (iii) Projected Statement of Financial Position
- (iv) Projected Statements of Cash Flows
- (v) Projected Improperly Accumulated Earnings
- (vi) Summary of Items Requiring Board Action or Approval

The Board discussed and acted on the items requiring board action, thus –

Directors Fees

Upon motion duly made and seconded, the Board unanimously approved the amount of Six Hundred Thousand Pesos (P600,000) as year-end Director's fee for each member of the Board of Directors, and an additional Two Hundred Thousand Pesos (P200,000) for the Chairman.

SPC Foundation

Upon motion duly made and seconded, the Board unanimously agreed to write off P6,919,279 as receivables from SPC Foundation as of September 30, 2018.

Reversal of Outstanding Appropriations and New Appropriation

Upon motion duly made and seconded, the Board unanimously approved the following:

WHEREFORE, there is a need to reverse the appropriation of P850.0 million from retained earnings as of December 31, 2017, which amount was intended for the construction of a CFBC coal-fired power plant with a capacity of at least 300 MW, as a consequence of the return of the Naga Power Plant Complex to the Power Sector Assets and Liabilities Management Corporation (PSALM) pursuant to the Supreme Court decision dated September 28, 2015 in G.R. No. 212686, the Memorandum of Agreement dated July 9, 2018 with PSALM, and the Certificate of Turnover dated July 13, 2018 with PSALM;

WHEREFORE, there is a need to reverse the appropriation of P500.0 million from retained earnings as of December 31, 2017, intended for two (2) run-of-river hydro-electric power plant projects, by reason of the unsuccessful conclusion of final studies and negotiations on the projects;

WHEREFORE, there is a need to appropriate the amount of P1.5 billion out of the Corporation's unappropriated retained earnings for the acquisition of an energy corporation and for the construction of a power plant to supply the long-term aggregated baseload demand of three distribution utilities;

NOW THEREFORE, BE IT RESOLVED that the Corporation reverse, as it hereby reverses, the appropriation of P850.0 million for the construction of a CFBC coal-fired power plant with a capacity of at least 300 MW;

RESOLVED further that the Corporation reverse, as it hereby reverses, the appropriation of P500.0 million for two run-of-river hydro-electric power plant projects;

RESOLVED finally that the Corporation appropriate P1.5 billion out of its unappropriated retained earnings for the following projects: (a) P1.0 billion for the acquisition of 100% ownership interest of PHINMA Energy Corporation in PHINMA Renewable Corporation, and (b) P0.5 billion for the construction of a power plant to supply the aggregated baseload demand of Bohol Light Company, Inc. (BLCI), Bohol I Electric Cooperative, Inc. (BOHECO I), and Bohol II Electric Cooperative, Inc. (BOHECO II), from years 2024 to 2033.

Declaration of Dividends

Upon motion duly made and seconded, the Board unanimously approved the payment of cash dividends of P0.40 per share to stockholders of record as of December 12, 2018 to be paid on or before December 19, 2018.

6.b Consolidated

Mr. Balisacan discussed the Group's Projected Consolidated Financial Statements as of and for the year ending December 31, 2018 and relevant matters:

- (i) Summary of Selected Major Assumptions
- (ii) Projected Consolidated Statements of Comprehensive Income
- (iii) Projected Consolidated Statements of Financial Position
- (iv) Projected Consolidated Statements of Cash Flow
- (v) Projected Consolidated Statements of Changes in Stockholders' Equity
- (vi) Projected Consolidated Statements of Comprehensive Income by Company
- (vii) Projected Consolidated Statements of Financial Position by Company

The Board noted the reports.

7. Approval of Proposed 2019 OPEX and CAPEX Budgets for PB 104

SVP for Operations, Mr. Cesar O. Villegas, presented the proposed 2019 OPEX and CAPEX budgets for Power Barge (PB) 104.

Upon motion duly made and seconded, the Board unanimously approved the CY 2019 budget for Power Barge (PB) 104 in the amounts of P718,913,456 for operating expenses and P32,179,151 for capital expenditures.

Mr. Villegas also presented the Parent Company's proforma income statements for the year ending December 31, 2019 and 2018.

8. Declaration of Cash Dividends

This was discussed under agenda item no. 6.

9. Appointment of Mr. James Roy N. Villareal as Assistant Vice President

The Chairman introduced Mr. James Roy N. Villareal to the Board, and submitted his appointment as Assistant Vice President of the Corporation for Board approval.

Upon motion duly made and seconded, the Board unanimously appointed Mr. James Roy N. Villareal as Assistant Vice President of the Corporation.

10. Other Matters

a. PHINMA

Upon motion duly made and seconded, the Board unanimously authorized the Executive Committee to decide on all matters regarding the acquisition of 100% ownership interest of PHINMA Energy Corporation in PHINMA Renewable Corporation, including the decision to bid and the amount thereof.

b. UCPB

Upon motion duly made and seconded, the Board unanimously approved the following resolution –

RESOLVED that in connection with the establishment of accounts of the Corporation with the UNITED COCONUT PLANTERS BANK (the Bank), with office address at UCPB Corporate Offices, 7907 Makati Avenue, Makati City, Philippines, that:

1. The Corporation is hereby authorized to apply for and obtain with the Bank the following accommodations:

- a. DOMESTIC BILLS PURCHASE/DOMESTIC BILLS PURCHASE – MANAGER'S CHECK LINE in the aggregate principal amount of TEN MILLION PESOS (PhP10,000,000.00), Philippine Currency; and
- b. OMNIBUS LINE in the aggregate principal amount of TWO HUNDRED FIFTY MILLION PESOS (PhP250,000,000.00), Philippine Currency,

as well as the temporary excesses or permanent increases thereon as may be approved by the Bank from time to time, under such terms and conditions as the Bank may require.

2. The Corporation hereby authorizes SPC ISLAND POWER CORPORATION, SPC MALAYA CORPORATION, BOHOL LIGHT COMPANY, INC. and SPC LIGHT COMPANY, INC. (collectively, the Nominee) to avail themselves of the Corporation's STANDBY LETTER OF CREDIT LINE under the OMNIBUS LINE.

3. The Corporation is hereby authorized to act as surety to guarantee the payment of the loan obligations of the Nominee with the Bank.
4. The Corporation hereby authorizes any two of the following designated corporate officers, in joint capacities with full power of substitution, to sign, execute, and deliver, for and on behalf of the Corporation, any and all documents and instruments, including, but not limited to, the loan or credit instruments, promissory notes and other evidence of indebtedness, mortgages, assignments and other collateral documents, suretyship agreements, deeds of assignments or conveyances, special powers and letters of attorney, and waivers, including authority to the Bank to disclose to third parties information about the Corporation and its transactions with the Bank, and to do any and all acts necessary, pertinent and incidental to, or required by the Bank in the above transactions:

NAME	DESIGNATION OF OFFICER	SPECIMEN SIGNATURE
DENNIS T. VILLAREAL	President & Director	
ALFREDO L. HENARES	Chairman, Treasurer & Director	

5. The Corporation hereby approves, confirms, and ratifies any and all acts that the designated officers/authorized signatories, or their substitutes, shall lawfully do or cause to be done, or has done or caused to be done, including entering into any and all subsequent renewals, amendments, conversions, increases, extensions or restructurings of the said credit accommodation/s with the Bank.

c. Authority to Process Importer's Accreditation/Registration

Upon motion duly made and seconded, the Board unanimously approved the following resolution –

WHEREAS, there is a need for **SPC Power Corporation** to apply for importer's accreditation or registration due to importation of pieces of equipment and materials from abroad;

NOW, THEREFORE, BE IT RESOLVED that SPC Power Corporation is hereby authorized to apply for importer's accreditation or registration;

RESOLVED FURTHER that the Corporation hereby designate either JAIME M. BALISACAN or VICTORIO B. NAVAL to be its authorized representatives and signatories for its importer's accreditation or registration and all related transactions and instruments;

RESOLVED FINALLY that the Corporation hereby authorize JAIME M. BALISACAN or VICTORIO B. NAVAL to sign the Import Entry Declarations for its incoming importations.

11. Adjournment

The Board adjourned at 4:37 p.m.

ATTEST:



ALFREDO L. HENARES
Chairman




ALBERTO P. FENIX, JR.
Director



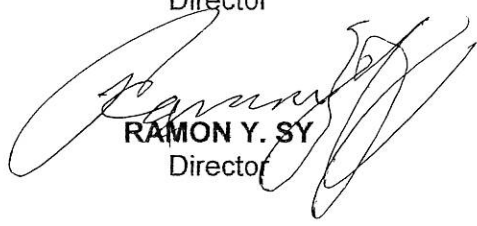
SERGIO R. ORTIZ-LUIS, JR.
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Director



DENNIS T. VILLAREAL
Director



RAMON Y. SY
Director

ENRIQUE L. BENEDICTO
Director

AHN, SOON-CHAN
Director

ROBERTO F. DE OCAMPO
Director



REMIGIO MICHAEL A. ANCHETA II
Corporate Secretary