

Business, Trade & Energy

SPC Power to venture into solar, hydro projects

PHIL-INTL MAIL 781 2027, 4:28 PM

by [Myrna M. Velasco](#)

Listed firm SPC Power Corporation is pacing its investment shift into renewables, with targeted solar and hydro projects, as well the deployment of battery energy storage systems.

According to SPC Chairman Alfredo L. Henares, the company “has been looking seriously at projects in the solar and battery areas of the renewable space,” with him adding that “we’ve closely reviewed a couple this year and we will be making investment in that.”

He nevertheless qualified that “our efforts in solar still have to yield some good results, but it’s an area we’re looking deeply into and we hope to have something in there by late this year or early next year.”

Henares stipulated that “RE is very much on our radar and in fact, we’ve evaluated three projects this year – one in solar and two in battery storage. And the one in battery is progressing and hopefully, we will have a favorable conclusion to that investment this year.

Cesar O. Villegas, senior vice president for Business Development and Commercial Operations of SPC, further indicated that “we’re looking into a partnership for hydro,” emphasizing that the targeted ventures are “small hydro projects that we are looking at possibly entering into a JV (joint venture).”

SPC executives have not given specific details yet on the company that they are targeting for partnership in hydropower investments.

On the planned expansion projects, SPC Treasurer Jaime M. Balisacan noted that they are in the process of securing approval for additional P220 million capital expenditure (capex) to bankroll new projects within the year.

He specified the company already lined up initial P44 million capex, but that will just be to keep their existing capital assets. “There have been delays in the capital expenditures because of the quarantine effects and the lockdown,” he said.

On the financial sphere, Balisacan indicated “we are quite optimistic facing these coming quarters – and our reference is; because of our actual performance for the first quarter.”

He expounded that while the company experienced declines across their business segments last year because of the Covid-19 pandemic — especially in the second quarter because of the strict lockdowns enforced then — that has so far been reversed as manifested in the firm’s first quarter financial outcome this 2021, which already logged “6.0-percent improvement in performance as compared to the second quarter of last year.”

SPC’s existing portfolio of power plant assets comprise of thermal facilities in the Visayas grid, primarily in the Cebu area – including the coal plant which is its partnership with Korea Electric Power Corporation.

SPC Power ventures into RE projects

28 May 2021 2 min read



LISTED firm SPC Power Corp. is dipping its hands in renewable energy (RE) this year.

SPC Power Corp. chairman Alfredo Henares said Friday, May 28, 2021 that the company is eyeing investments in renewables particularly in solar, battery and hydro.

"Our company has been looking seriously at projects in solar and battery of the RE space. In fact, we have closely reviewed them. We will be making investments in batteries but while our efforts in solar (energy) still have to yield some good results, this is an area we are looking deeply

into," said Henares during the company's annual stockholders' meeting held virtually.

According to Henares, the firm's exploration in battery is progressing.

"Hopefully, we will have favorable conclusion to that investment this year. The one in solar is still behind, but we are evaluating the possibilities of other solar projects probably later this year and early next year," he noted.

The Cebu-based company is also mulling to enter into a joint venture partnership for its planned investments in hydro.

SPC Power Corp. ended 2020 with a consolidated income of P1.6 billion, down 9.6 percent from P1.8 billion in the same stretch in 2019.

"All business segments posted lower income in 2020 mainly due to low power demand and increased competitive pressure of power supply," said Henares.

The Mactan Electric Company (Meco), which is one of SPC Power's associates, suffered a decline in commercial performance due to the Covid-19 pandemic.

Meco's peak demand went down by 2.7 percent to 90.7 megawatts (MW) in 2020 from 93.2 MW in 2019. Its total energy sales also declined by 11 percent to 497 MW hours in 2020 from 559 MW hours in 2019.

"In addition to the Covid-19 pandemic, our industry faces challenges of increasing competition, change in regulatory environment and the tectonic shift from the use of fossil fuel to renewable energy. These will affect all our operations and invested companies, particularly those whose power sale contracts are up for bidding in the next few years," said Henares.

Moreover, SPC Power is optimistic of the prospects in the upcoming quarters due to the gradual reopening of the economy.

SPC's subsidiaries are Bohol Light Company Inc., SPC Island Power Corp., SPC Malaya Power Corp. and SPC Electric Company Inc. The company's associates are Meco and Kepco SPC Power Corp. (KOC)

SPC Power zooms in on renewable energy

Ehda M. Dagooc (The Freeman)
May 29, 2021 - 12:00am

CEBU, Philippines — Publicly-listed SPC Power Corporation has zoomed in its attention to renewable energy expansion this year, particularly in solar, hydro and battery generation.

SPC Power, formerly Salcon Power, is now clenching deals for a probable solar plant installation, a hydro generation plant in Mindanao via a joint venture and battery generated plants, announced SPC Power Corporation chairman Alfredo L. Henares during the company's Annual Stockholders Meeting held virtually yesterday.

While the company incurred a 9.6 percent reduction of its consolidated income in 2020 due to COVID-19 disruption, Henares said the company pursues projects albeit slowly, considering that it has high level of cash and no concurrent bank debt.

In his report, Henares told stakeholders that the company generated a consolidated total comprehensive income of P1.6 billion, a 9.6 percent lower than P1.8 billion it generated in 2019.

Henares blamed the difficult economic condition brought about by the pandemic as the main culprit of the decline, aside from the fact that the business or the industry in general is already battered with increasing competition, pressures of minimizing the use of fossil fuel, among others.

Nevertheless, the company is projecting a P42 million capital expenditure "just to keep the existing capital assets."

An additional P220 million might be added to its capex this year to fund the possible new projects.

"We are deeply into working at renewable energy [venture]," Henares said revealing further that announcement to its formal entry to RE (renewable energy) generation may be announced late this year or early 2022.

While navigating the unimpressive performance in 2020, SPC is picking up positive signal in its 2021 projection, with six percent improvement of overall business performance in the first quarter of 2021.

Company executives expressed optimism of 2021's upward growth trajectory, as the first quarter figure indicated the fast recovery of lost demand last year.

SPC Corporation is the mother company of Kepco SPC Power Corporation.

SPC Power eyes renewable energy projects

May 28, 2021 | 6:19 pm



PHILSTAR

Listed SPC Power Corp. said it is looking at developing solar and battery energy storage facilities, as it plans to keep renewable energy (RE) projects “on its radar” on Friday.

“Renewables are very much on our radar. In fact, we’ve evaluated three projects – renewable – this year. One in solar and two in battery (energy storage). The one in battery is progressing and hopefully we’ll have a favorable conclusion to that investment this year,” SPC Chairman Alfredo L. Henares said during the company’s annual stockholders’ meeting held virtually on Friday.

He said the planned solar project is “still behind,” but they are also looking at other solar ventures.

Meanwhile, SPC’s Senior Vice President for Business Development and Commercial Operations Cesar O. Villegas said they are also looking into partnering with a hydro power generation company, but declined to provide details.

Although the firm did not disclose the amount allocated for these RE investments, Mr. Henares said that SPC had the funds to embark on these projects.

"We have a very high level of cash which are available for these projects and we have no banked debt on our balance sheet. So we are well-positioned in terms of financial resources to support these projects in the future," Mr. Henares said.

Meanwhile, SPC Treasurer Jaime M. Baliscan said that the listed company is planning to allot P42 million for its capital expenditures (capex) this year.

"We are projecting to have a capex of only P42 million just to keep the existing capital assets to be in top conditions. However, we're also in the process of getting an additional approval of around P220 million more capex for possible new projects within the year," he said.

Based on its annual report, SPC Power owns a 40% share in KEPCO SPC Power Corp., which maintains a 200-megawatt circulation fluidized combustion coal-fired power plant in Naga, Cebu.

SPC earlier reported that its first-quarter attributable net income to equity holders dipped 3% to P462.49 million, as revenues dropped.

Shares of SPC in the local bourse inched up by 0.19% or two centavos to close at P10.52 apiece on Friday. — **Angelica Y. Yang**

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P1,290

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NOEL S. YMASA

Power System Consultant

27 April 2021

Mr. DENNIS T. VILLAREAL

President & CEO

SPC Power Corporation

Thru: **Mr. James Roy N. Villareal**

Vice President

Dear Mr. Villareal:

I would like to offer my professional services as Consultant to SPC Power Corporation, specifically on its various power plant development concerns, particularly in the field of solar, including concerns on related electrical power designs.

My services shall cover the following tasks:

1. Support guidance on various project development stages (pre-development, pre-construction, construction, post-construction and operations & maintenance).
2. Assist evaluation/due diligence of solar power plant opportunities, including greenfield, buy-out or partnership projects.
3. Connect SPC to various contracting groups involved in different project development stages who can very well deliver documentary requirements and engineering studies.
4. Provide technical and financial data needed to optimize the configuration of solar power plant design and layout.
5. Assist in the identification and selection of reputable EPC contractors, equipment suppliers (with local/foreign track records), and engineering services.
6. Represent SPC and its interest in any internal and external discussions, as may be necessary.
7. Provide technical advice regarding any power system concerns for conventional and renewable power projects.


The monthly retainer fee for this service is Twenty Five Thousand Pesos (P25,000.00), exclusive of all taxes and related travel costs. Payment shall be provided to the consultant on 15th and 30th day of the month.

If accepted, I am prepared to start my services effective May 01, 2021. Also, this engagement may be terminated anytime at the discretion of SPC or the Consultant.

Sincerely yours,


NOEL S. YMASA, PEEEMB
Power System Consultant

CONFORME:


DENNIS T. VILLAREAL
President and CEO

Effectivity Date: May 1, 2021

SPC POWER CORPORATION
ANNUAL STOCKHOLDERS' MEETING
 May 28, 2021 via ZOOM Video Teleconference

RECORD OF ATTENDANCE

STOCKHOLDER/OFFICER	PROXY	NO. OF SHARES	%
KEPCO Philippines Holdings, Inc.	Proxy	568,098,817	37.96
Intrepid Holdings, Inc.	Proxy	118,047,145	7.89
JAD Holdings, Inc.	Proxy	64,492,545	4.31
KV Holdings, Inc.	Proxy	74,749,847	4.99
Jaime M. Balisacan	Present	52,000	0.00
Alfredo L. Henares	Present	1	0.00
Dennis T. Villareal	Present	6,425,501	0.43
Alfredo P. Fenix Jr.	Present	855,933	0.06
Ramon Y. Sy	Present	2	0.00
Enrique L. Benedicto	Present	1	0.00
Sergio R. Ortiz-Luis	Present	1	0.00
Kim Jung-In	Present	1	0.00
Yoon, Jong-Ryoon	Present	1	0.00
Kim, Yong Uk	Present	1	0.00
Ma. Luz L. Caminero	Present	137,098	0.01
Cesar O. Villegas	Present	685,492	0.05
James Roy N. Villareal	Present	274,196	0.02
Dennis Lawrence N. Villareal	Proxy	274,196	0.02
Victor Anthony N. Villareal	Proxy	274,196	0.02
Corazon L. Gamez	Present	826,797	0.06
PDS Group	Proxy	568,037,869	37.96
Cancorp, Inc.	Proxy	21,000,000	1.40
Elsa G. Dorotheo	Proxy	27,519	0.00
Lorenzo D. Inocando	Proxy	56,000	0.00
Stanley Krug	Present	299,196	0.02
Sonia M. Magno	Present	60,549	0.00
Mali, Ni	Proxy	10,000,000	0.67
Rowell Plastic Corp.	Proxy	38,864,638	2.60
Landmark Holdings	Proxy	200,000	0.01
Francisco L. Viray	Present	-	-
Lee, Kyung-eun	Present	-	-
Nelson Tan	Present	-	-
Ian Patrick Dy-Echo	Present	-	-
Victor P. Lazatin	Present	-	-
Mishelle Anne R. Rubio-Aguinaldo	Present	-	-
Nino Ray D. Aguirre	Present	-	-

Total (Outstanding)

1,473,739,542

98.48

BY INVITATION

Alvin M. Pinpin

Ehda Dagooc

Kat Cacho

Atty. Frank Malilong

Alena Mae Flores

Jordeene Lagare

Rommel Domingo

Myrna Velasco

Bernadette Romero

Angelica Yang

Danessa Rivera

Lenie Lectura

Jed Macapagal

SGV

The Freeman

Sunstar

Manila Standard

Manila Times

Philippine Daily Inquirer

Manila Bulletin

Manila Standard

Business World

Philippine Star


Business Mirror

Malaya

Attested by:


MISHELLE ANNE R. RUBIO-AGUINALDO
 Assistant Corporate Secretary

Noted by:


VICTOR P. LAZATIN
 Corporate Secretary



SPC Power Corporation

Date _____

I. Policy Title

Health, Safety and Welfare of SPC/SIPC Regular Employees

II. Policy Statement

It is the policy of the Company to ensure the health and safety of its employees by providing each employee with Health Insurance and Life Insurance coverage with accidental death cover, as follows:

Job Level	Life Insurance Coverage	Health Insurance Maximum Benefit Limit
10	P300,000.00	P100,000.00
7,8,9	P200,000.00	P100,000.00
1,2,3,4,5,6	P100,000.00	P75,000.00

III. Objectives

- To provide the necessary medical/hospital assistance to regular employees of SPC & SIPC in order to promote their well-being for the attainment of a productive workforce.
- To ensure financial assistance to the heirs of a regular employee, in case of death.

IV. Procedure

1. To avail of the Health Insurance benefit, the employee will secure a Letter of Authority (LOA) from the Human Resource Office/Clinic.
2. The LOA will be submitted to the accredited hospital by the Health Insurance Provider.
3. Medical assistance will be provided as needed/required by the employee depending on the benefit limit assigned to the employee.

V. Responsibility Center

It shall be the responsibility of the Human Resource/Administration Office to ensure that all employees are accorded this benefit.

VI. Effectivity

This policy shall be effective upon approval by the SVP-Finance & Administration.

JAIME M. BALISACAN
SVP-Finance & Administration



SPC Power Corporation

Date

I. Policy Title

Attendance of SPC/SIPC Employees to Professional Conventions, Trainings and Seminars.

II. Policy Statement

It is the policy of the Company to allow the participation of its employees to Professional Conventions, Trainings/Seminars upon the recommendation of their Superior and subject to the approval of the SVP-Finance & Administration.

III. Objectives

- To ensure the professional growth & development of SPC/SIPC employees by attending conventions, trainings/seminars.
- To acquire updated insight on the new policy, rules & regulations of the power industry.

IV. Procedure

- To submit the memo-request to the supervisor for his approval to attend the seminar or convention.
- The supervisor approves the memo-request.
- A check is prepared by the Accounting Office for the seminar fee. All other related official expense incurred during the seminar/convention shall be shouldered by the Company.
- The employee will submit the approved memo-request to the Human Resource Office for record purposes.

V. Responsibility Center

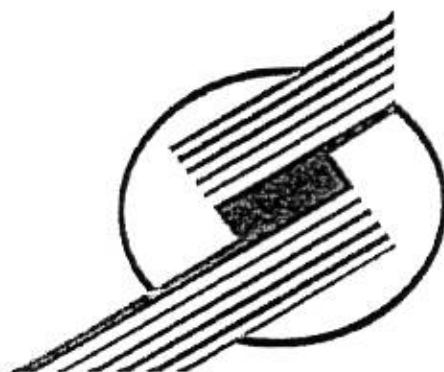
This shall be the responsibility of the Manager/Supervisor, the employee concerned and the Human Resource Office.

VI. Effectivity

This policy shall be effective upon the approval of the SVP-Finance & Administration.

JAIME M. BALISACAN
SVP-Finance & Administration

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 reformative 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 ^{for filing} 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 7) 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.

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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.

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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 in return shall formally endorse 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 evidenc(e)s as he may deem necessary to aid 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

1. 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) at a month unless with valid reasons.

- a. 1 once

- b. 3 times consecutive

- c. 5 times consecutive

Verbal
Warning

Written
Warning

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
1 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
written warning	3 days suspension	7 days suspension	15 days suspension	Discharge
3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge

d. Intermittent tardiness for 7 times

3. Failure to Report for Overtime work after being scheduled and after so agreeing to work overtime (except for just reasons.)

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.

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 "loading".	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 oversleeping 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, ph.

NATURE OF OFFENSE / VIOLATION

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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6. Refusal to accept and/or comply Company notices, memos, and policies.	3 days suspension	7 days suspension	Discharge	
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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	
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8. Sabotage	Discharge			
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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	Discharge
--	-------------------	-------------------	--------------------	-----------

C. Work Performance :

1. Gross and habitual neglect by the employee of his duties.	Discharge			
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2. Fraud or willful breach by the employee of the trust reposed in him by his employer or representatives.	Discharge			
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3. Acts of misfeasance involving the commission of fraud or breach of trust or dishonesty.	Discharge			
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4. Acts of misfeasance injurious to the business or fraud or breach of trust or dishonesty.	Discharge			
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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			
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6. Gross negligence resulting to serious physical injury to other persons within company premises	Discharge			
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7. Causing damage to company property or physical injuries to other persons inside work areas due to horseplay or inexcusable negligence (depending on degree of damage or injury)	7 days suspension	15 days suspension	Discharge	
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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 in 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	

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).	7 days suspension	15 days suspension	Discharge		
2. Threatening, intimidating, coercing or interfering with fellow employees insofar as such actions interfere with working relationship.	7 days suspension	15 days suspension	Discharge		
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.	Discharge				
4. Intentionally hiding tools, equipment or other properties belonging to his co-employee or co-worker for the purpose of delaying work underrime or prejudice him.	3 days suspension	6 days suspension	15 days suspension	30 days suspension	Discharge

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.	Written Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
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NATURE OF OFFENSE/VIOLATION

FIRST OFFENSE SECOND OFFENSE THIRD OFFENSE FOURTH OFFENSE FIFTH OFFENSE

2. Stealing from company or from other persons (Theft)
 ••Pardon by the other person will merely mitigate the penalty.
 Discharge but penalty may be reduced to suspension depending upon the circumstances

3. Using Company material or equipment to do unauthorized work. 30 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 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
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Discharge				
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Discharge				
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Discharge				
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* 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

15 days suspension	Discharge			
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15 days suspension	Discharge			
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3 days suspension	7 days suspension	15 days suspension	Discharge	
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7 days suspension	15 days suspension	Discharge		
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7 days suspension	15 days suspension	Discharge		
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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 Discharge	15 days suspension	Discharge	
8. Giving false testimony or withholding vital information during company conducted investigation.				
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	30 days suspension			
7. Driving over the specified speed limits for the road per traffic sign posted.	15 days suspension	30 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/SIPC EMPLOYEES 2021 WEBINARS/SEMINAR ATTENDED

NAME OF EMPLOYEES	TITLE OF WEBINAR/SEMINAR	DATE OF WEBINAR/SEMINAR	NUMBER OF HOURS	WITH CERTIFICATE	
				WITH CERTIFICATE	WITHOUT CERTIFICATE
Niño Ray Aguirre	RE Market Online Training	28-Jan-21	2 hours	With Certificate	
Margot Jimenez	Twin Summit: Organizational Justice & Total Rewards	February 5-6, 2021	16 hours	With Certificate	
Asuncion Abalo					
Margot Jimenez	COVID-19 Variants of Concern in the Philippines: Are We Ready?	19-Feb-21	2 hours	Without CERTIFICATE	Without CERTIFICATE
Asuncion Abalo					
Margot Jimenez	SSS Online Seminar	24-Mar-21	1 hour	Without CERTIFICATE	Without CERTIFICATE
Margot Jimenez	9th DOLE Research Conference	March 25-26, 2021	16 hours	With Certificate	
Asuncion Abalo	Stop COVID Deaths: Facts & Fiction on COVID-19 Prevention and Treatments	16-Apr-21	2 hours	With Certificate	
Margot Jimenez	BOSH for SO1	May 18-19, 2021	16 hours	With Certificate	
Niña Angelica Taeza	OSH for HR Professionals and Introduction to DOLE Reportorial Requirements Under RA 11058	28-May-21	3 hours	Without CERTIFICATE	Without CERTIFICATE
Margot Jimenez					
Asuncion Abalo	First Aid Training	May 31 - June 1, 2021	16 hours	With Certificate	
Ma. Ida Derramas					
Marcela Mendez					
Niña Angelica Taeza					

Richard O. Arcenal	Stop COVID Deaths (Are You Afraid of the COVID-19 Mutations and Variants? A Public Health Perspective)	January 15, 2021	2 hours	Without CERTIFICATE	
Richard O. Arcenal	Conduct of Department of Energy's Energy Virtual One-Stop Act (EVOSS) Orientation for Generating Companies	February 8, 2021	2 hours	Without CERTIFICATE	
Richard O. Arcenal	Webinar - Covid-19 Vaccine Development	March 12, 2021	1 hour	Without CERTIFICATE	
Richard O. Arcenal	The 35% RE Blueprint to 2030: Assessing Opportunities for Financing RE Ambition	March 19, 2021	1.5 hours	Without CERTIFICATE	
Richard O. Arcenal	Resilience Programming: Changing the Mindset Towards Resiliency	March 24, 2021	1 hour	Without CERTIFICATE	
Richard O. Arcenal	REC Issuance Orientation	April 20, 2021	1.5 hours	With CERTIFICATE	
Richard O. Arcenal	MARES: Harnessing Marine Renewable Energy	May 14, 2021	1.5 hours	Without CERTIFICATE	
Richard O. Arcenal	CPMS Training/Phased Rollout	May 20, 2021	4.5 hours	Without CERTIFICATE	
Richard O. Arcenal	Medicaid Orientation	May 27, 2021	1.5 hours	Without CERTIFICATE	
Richard O. Arcenal	Market Participants' Update: Gear Up Get Ready for the Switch	May 27, 2021	1.5 hours	Without CERTIFICATE	
Richard O. Arcenal	Webinar on Models of Electricity Demand and Generation	June 8, 2021	2 hours	Without CERTIFICATE	
Richard O. Arcenal	Conduct of WESM Operations Training	June 17, 2021	7 hours	Without CERTIFICATE	
Richard O. Arcenal	Webinar on RPS Compliance Plan of Mandated Participants: Retail Electricity Suppliers (RES) and Generating Companies with Directly Connected Customers (GENCOs with DCCs)	June 22, 2021	2.5 hours	Without CERTIFICATE	

Re: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Sonia M. Magno <smmagno@spcpower.com>

Mon 3/15/2021 2:05 PM

To: Aema Juarana <agj@pcm-asia.org>

Hi Maam,

I got an email from Sir Ed asking for the alternative email of Mr. Cruz (ed_cruise007@yahoo.com). But he prefers his gmail account. If there is a problem with his gmail account login you can call him up directly at 0999-886-8358.

Thanks and regards,

Sonia

From: Aema Juarana <agj@pcm-asia.org>

Sent: Monday, March 15, 2021 9:52 AM

To: Sonia M. Magno <smmagno@spcpower.com>

Subject: RE: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Hi Ms. Magno,

Do you have a direct line that I can call?

This is regarding Mr. Cruz's log in details.

Thanks.

Sincerely,

Aema Juarana

Senior Business Development Executive

DID: (632) 8 800 8716

E-Mail: agj@pcm-asia.org

Website: www.pcm-asia.org

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From: Sonia M. Magno <smmagno@spcpower.com>

Sent: Friday, 12 March 2021 12:16 pm

To: Ed Gallinero <evg@pcm-asia.org>; 'Aema Juarana' <agj@pcm-asia.org>

Subject: Re: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Thank you too Sir.

Stay safe!

Regards, Sonia

From: Ed Gallinero <evg@pcm-asia.org>

Sent: Friday, March 12, 2021 12:04 PM

To: Sonia M. Magno <smmagno@spcpower.com>; 'Aema Juarana' <agj@pcm-asia.org>

Subject: RE: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Thanks for the quick revert, Sonia,

I'll be sending SPC Power officers' login details in the next few days.

Meanwhile, let's all stay safe and God bless!

Sincerely,

Ed Gallinero
Managing Director

PCM Group of Companies | An Affiliate of the Pinnacle-CDMC Group
Singapore DID: +65 6846 2706 | Manila DID: +632 8 800 9201
E-mail Address: evg@pcm-asia.org | Website: www.pcm-asia.org

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From: Sonia M. Magno [<mailto:smmagno@spcpower.com>]
Sent: Friday, 12 March 2021 12:00 PM
To: Ed Gallinero; 'Aema Juaraana'
Subject: Re: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Hi Sir Ed,

Yes, I still remember you. Actually, when I saw your name in the email thread, your name popped into my mind right away. We even spoke on the phone before.

Re the deposit slip payment clarification, I was advised by our Finance Dept that fee was indeed deposited last March 9, 2021. It so happened that the Accounting Clerk I spoke with yesterday mentioned that check payment was deposited only yesterday. My mistake was not checking the document attachment emailed to me which was then forwarded to your colleague, Ms. Aema.

I trust this email meets your clarification.

Thanks and regards,

Sonia

From: Ed Gallinero <evg@pcm-asia.org>
Sent: Friday, March 12, 2021 7:37 AM
To: Sonia M. Magno <smmagno@spcpower.com>; 'Aema Juaraana' <agi@pcm-asia.org>
Subject: RE: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Hi, Sonia.

Not sure if you can recall but we've had correspondence before when you registered Mr. Villareal in one of our energy fora a couple of years ago.

This time, I'd like to step in for my colleague Aema in regard with a 14,700 deposit we have received on Mar. 9. The transaction slip you have shared actually indicates Mar. 9 as deposit date and not yesterday. Just for us to have our accounting reconciled, would you be able to verify this with your finance?

Thanks and stay safe.

Sincerely,

Ed Gallinero
Managing Director

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From: Sonia M. Magno [<mailto:smmagno@spcpower.com>]
Sent: Thursday, 11 March 2021 4:12 PM
To: Aema Juarana
Cc: 'Ed Gallinero'
Subject: Re: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Hi Maam,

I apologize for this late reply. Just checked with Finance and was advised that we have deposited payment today. Please see attach deposit slip and BIR Form 2307.

Regarding your query earlier, I regret to say that said deposit is not ours because our payment was just deposited today.

Thanks and regards,

Sonia

From: Aema Juarana <agj@pcm-asia.org>
Sent: Wednesday, March 10, 2021 3:32 PM
To: Sonia M. Magno <smmagno@spcpower.com>
Cc: 'Ed Gallinero' <evg@pcm-asia.org>
Subject: RE: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Hi, Ms. Magno.

I trust this mail reaches you well.

We have recently received a notification pertaining to an unknown bank deposit with a similar amount billed to you relative to the captioned subject.

Is there by any chance the transaction was initiated by your end?

If so, may we please request for a scanned copy of the transaction slip?

We hope to hear from you.

Sincerely,

Aema Juarana
Senior Business Development Executive

DID: (632) 8 800 8716
E-Mail: agj@pcm-asia.org
Website: www.pcm-asia.org

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From: Aema Juarana <agj@pcm-asia.org>
Sent: Thursday, 4 March 2021 11:32 am
To: 'Sonia M. Magno' <smmagno@spcpower.com>
Cc: 'Ed Gallinero' <evg@pcm-asia.org>
Subject: Confirmation of Attendance and Event / Payment Details: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)
Importance: High



Dear Ms. Magno,

Enclosed herewith is the e-Statement of Account in reference to your company's participation at the forthcoming 2nd LNG & Clean Energy Investment Summit taking place virtually on 23 March 2021.

TO BE SHARED WITH THE CONCERNED DEPARTMENT

Deposit or transfer total amount due to:

Account Name	Account No.	Bank
PCM Event Management Services	660-3-66053391-6	Metropolitan Bank and Trust Co. (Metrobank)

Please provide us with a soft copy of the bank transaction slip once payment has been made so we can provide you with the log-in details.

Do not hesitate to contact the undersigned should you wish to be further assisted.

Sincerely,

Aema Juarana
Senior Business Development Executive
DID: (632) 8 800 8716
E-Mail: agj@pcm-asia.org
Website: www.pcm-asia.org

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FW: Log-In and Badge ID: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Ed Gallinero <evg@pcm-asia.org>

Mon 3/15/2021 3:22 PM

To: Sonie M. Magno <smmagno@spcpower.com>

Forwarding.

Sincerely,

Ed Gallinero
Managing Director

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Singapore DID: +65 6846 2706 | Manila DID: +632 8 800 9201
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From: Ed Gallinero [<mailto:evg@pcm-asia.org>]
Sent: Monday, 15 March 2021 11:21 AM
To: 'atcorpuz47@yahoo.com'
Cc: 'smmagno@spcpower.com'; 'Aerna Juarana'
Subject: RE: Log-In and Badge ID: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)
Importance: High

Dear Mr. Corpuz,

It's not a typo that your login mail is edwarddeniscruz@gmail.com.

But no worries, it's just for login purposes.

Please use edwarddeniscruz@gmail.com when signing in on the 23rd.

Our sincere apologies for this unintended error.

Sincerely,

Ed Gallinero
Managing Director

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From: Ed Gallinero [<mailto:evg@pcm-asia.org>]
Sent: Monday, 15 March 2021 11:06 AM
To: 'atcorpuz47@yahoo.com'
Cc: 'smmagno@spcpower.com'
Subject: Log-In and Badge ID: The 2nd LNG & Clean Energy Investment Summit (Virtual Edition)
Importance: High



Dear Mr. Corpuz,

It is with extreme delight to welcome you to the virtual edition of the 2nd LNG & Clean Energy Investment Summit!

LOG-IN INSTRUCTIONS

1. CLICK ON THE JOINING LINK <https://owec.floor.biz/cast>
2. SIGN IN REGISTERED E-MAIL ADDRESS edwarddenniscruz@gmail.com
3. ENTER DESIGNATED TICKET/BADGE/PIN [2LCESDP78](#)

EVENT DETAILS

Date	Proceedings	Venue
Tuesday, 23 March 2021	1000H to 1800H	Online

Enclosed herewith is the business program for further reference.

Gentle reminder before coming on-board:

1. The summit's platform is best used on PC and Google Chrome.
2. For navigation purposes, visit the platform's user-friendly interface and live screen functions instructional video [here](#).
3. Coordinate with your IT department for any restrictions on your system's proxy server, firewall or VPN.
4. Allow access to the platform's camera and microphone.
5. Edit your profile in the upper right hand portion of the platform to enable business card exchange function.
6. Maintain a good internet connection.

Please do not hesitate to contact the undersigned via mobile number **09260064333** should you wish to be assisted.

Sincerely,

Ed Gallinero
Managing Director

PCM Group of Companies | An Affiliate of the Pinnacle-CDMC Group
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E-mail Address: evp@pcm-asia.org | Website: www.pcm-asia.org

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L5 Richville Corp. Tower MBP Ayala-Alabang Muntinlupa City Philippines 1780

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Presentation Materials: 2nd LNG & Clean Energy Investment Summit (Virtual Edition)

Lyn Esquillo <mme@pcm-asia.org>

Mon 3/29/2021 11:47 AM

To: Lyn Esquillo <mme@pcm-asia.org>

1 attachments (3 MB)

LCES 2021-Post Event Report.pdf



Dear Esteemed Colleagues,

The organizers of the recently concluded 2nd LNG & Clean Energy Investment Summit (Virtual Edition) would like to send its sincere appreciation for being a huge part of the summit's resounding success.

Links to speakers' slides and recordings are found in the attached post-event report.

For questions pertinent to SGV presentation, you may get in touch with:

Atty. Veronica A. Santos
Partner / Principal
SGV & Co.
veronica.a.santos@ph.ey.com
+63 917 894 8172

Should you wish to be further assisted, please do not hesitate to contact:

Ed Gallinero
Managing Director
PCM Asia
evg@pcm-asia.org
+632 8 800 9201

In the meantime, let us all stay safe!

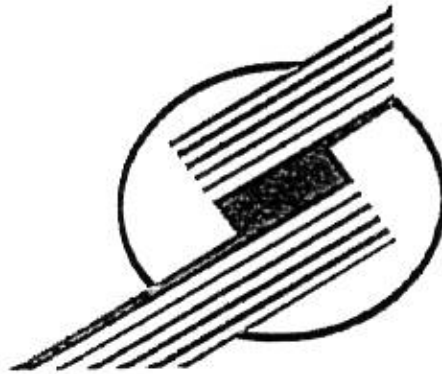
2LCES Organizing Committee

Philippines
L5 Richville Corp. Tower MBP Ayala-Alabang Muntinlupa City Philippines 1780

Singapore
07-26 CT Hub 2 Kallang Ave. Singapore 339407

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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 reformative 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 within ^{72 hours (3) 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 7) 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.

- 1
- 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.

GROUND S FOR AN APPEAL

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:

- a. Date of the decision appealed from;
- b. Date respondent received the decision .
- c. 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

b. 7 times consecutive

c. 5 times consecutive

Verbal
Warning

Written
Warning

3 days
suspension

7 days
suspension

15 days
suspension

30 days
suspension

Discharge