

INCIDENT REPORT

Company: Top Armada Cement Corporation**Reported By:** Anonymous**Date of Report:** September 7, 2024**Position:****Department:**

EMPLOYEE INCIDENT REPORT	
Employee Name: ARVIN ALBAN RUMA	Position: National Sales Manager
Date of Incident: September 7, 2024	Time of Incident: 10:00 AM
Location: Unit 1505 Top Armada Office	
Specific area of location: sa ibabaw ng white containers ng mga Voucher/PO, katapat ng aircon near sales dept. area	
Additional person(s) involved:	
Witnesses: Aircon Installer, Employee	

Incident description including any events leading to or immediately following the incident

Good afternoon, Ma'am. I have a concern today. The installation of the air conditioner was scheduled for the morning of September 7, 2024. While the installers were moving items that were obstructing the path for the aircon pipe, they found a small opened bag. Inside the bag was a gun, which was discovered by the aircon installers. They approached me and asked who owned the bag. I asked, "Why?" They replied, "It contains a gun, Ma'am. It might accidentally go off and cause harm."

I asked SA Janbert if he knew whose bag it was, and he said, "It belongs to NSM Arvin." We simply closed the open bag.

P.S. I have nothing against personal matters outside of work, but I am just concern about the safety of the people in the office. I believe it is inappropriate to bring a gun into the workplace. It would be better if it were left in the motorcycle. If someone else were to see it, they might panic or cause "gulo". That's all, thank you.

Resulting action executed, planned, or recommended:

I reported what I saw to HR, and I was advised not to share it with anyone.

Employee Name & Signature _____ Arvin Alban Ruma _____ Date: 09/07/2024

Received by: HUMAN RESOURCES DEPARTMENT

September 7, 2024

Disciplinary Action- Notice to explain

Name of Employee: Arvin Alban Ruma
Position: National Sales Manager
Department: Sales Department

Details of Violation	
Date	September 7, 2024
Time	10:00 AM
Location	Main Office- Pasig City
Nature of violation committed	Rule No. V. Safety & Security, Sanitation
Brief Description of Infraction	Rule No. V, "Safety & Security, Sanitation & Health, on page 26, line 5: <i>Possession of explosives, firearms, knives or any other deadly weapons within Company premises is prohibited.</i>

Based on the foregoing, your acts are tantamount to **DISMISSAL**.

In view of this you are hereby directed to **SUBMIT A WRITTEN EXPLANATION WITHIN FORTY EIGHT (48) HOURS**.
upon receipt of this notice as to why no disciplinary action should be taken against you for the above cited violation.

Failure on your part to comply with the directives above shall mean that you are waiving your right to due process and as such, management shall take appropriate action based on the available records.

Issued by:

Maria Nikka Coleen Felizardo
HR & Admin Manager

Julie T. Galamiton
General Manager

