

suspension effective immediately upon receipt of this memorandum, pending the outcome of the investigation into the charges against you. Please take note that a preventive suspension is not a penalty and shall be administered only by TMP for the period of the due process and investigation.

Finally, in order to afford you further opportunity to explain your side, you are requested to appear on July 06, 2010 at 9:00am Training Rm. 4, 2nd Flr. TASC, Bldg., TMP Santa Rosa, for the administrative hearing of your case.

For your information and compliance.


JOSEPH MATTHEW E. SOBREVEGA
OIC- Human Resources Department


ALDEN M. SAPIT
Vice President, Production Department