

June 04, 2021

Mitsubishi Global City
Autohub Group of Companies
Bonifacio Global City

To Whom It May Concern;

Please accept this letter as my formal resignation as Sales Executive for Mitsubishi Global City Dealership
be made final on the 5th day of June, 2021.

I appreciate the opportunity and support you've provided.

Sincerely,

Mark Anthony Payson



To : Ms. Rochell Aparejado
Human Resources Manager – GEMI, BGC

Subject : Decision on the case of Mark Anthony Payton

Date : 18 September 2021

Madame:

We refer to the case of Mark Anthony Payton.

Brief Narrative of the Events:

On May 31, 2021, the Legal Services Division received an *Incident Report and Administrative Complaint Form* alleging that Mr. Mark Anthony Payton (Mr. Payton), *Sales Executive – Mitsubishi Global City*, allegedly committed an act in violation of the company's Code of Conduct, particularly:

Offense Category		Specific Offense	Type of Offense
Offenses Against Property / Assets		Unauthorized collection of fees, charges, or "kickback" from any individual or Company – C (20)	D

Incidentally, the foregoing act also constitutes just causes for termination under paragraphs (a) and (e), Art. 297, of the Labor Code (as amended and renumbered).

On June 7, 2021, a *Notice to Explain* was served unto Mr. Payton. In Mr. Payton's *Written Explanation*, he admitted to have asked from a client the amount of Five Thousand Pesos (Php5,000.00) and likewise asked the client to directly deposit said amount to his personal GCash account but raised the defense that he did not know of the company's policy against unauthorized collection of fees, charges, or "kickback". Ms. Joanna Ariola, *Branch Head*, and Rustico Suba, *Sales Manager* belied the allegation of Mr. Payton and said that they have properly oriented all Sales Executives and that all Sales Executive are consistently reminded that they are prohibited from asking/receiving any money from clients.

To give Mr. Payton a chance to further explain himself, an administrative hearing was scheduled to be conducted on June 14, 2021, 10:00 a.m. However, Mr. Payton did not attend said administrative hearing.

After taking into consideration the available pieces of evidence and other matters surrounding the case, the executive committee has concluded the evaluation of the case of Mr. Payton and concurred with the imposition of the penalty of Dismissal.



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However, before a Notice of Decision could have been served unto Mr. Payton, he tendered his resignation effective June 5, 2021, rendering the imposition of any penalty unto Mr. Payton to be moot and academic.

Wherefore, in view of the foregoing, let the following be reflected in the 201 file of Mr. Payton:

"In relation to the Notice to Explain for Mr. Mark Anthony Payton dated 03 June 2021 (the NTE) charging Mr. Payton for the offense of 'Unauthorized collection of fees, charges, or "kickback" from any individual or Company - C (20)', the Executive Committee, after thorough evaluation and deliberation, concurs with:

- 1. Finding Mr. Payton guilty of the offense charged in the NTE, particularly, 'Unauthorized collection of fees, charges, or "kickback" from any individual or Company - C (20)', and*
- 2. Dismissal of Mr. Payton."*


Mariti Dangilan
Legal Services Division

cc:

HR 201 File

Richard Anthony S. Xavier
General Manager