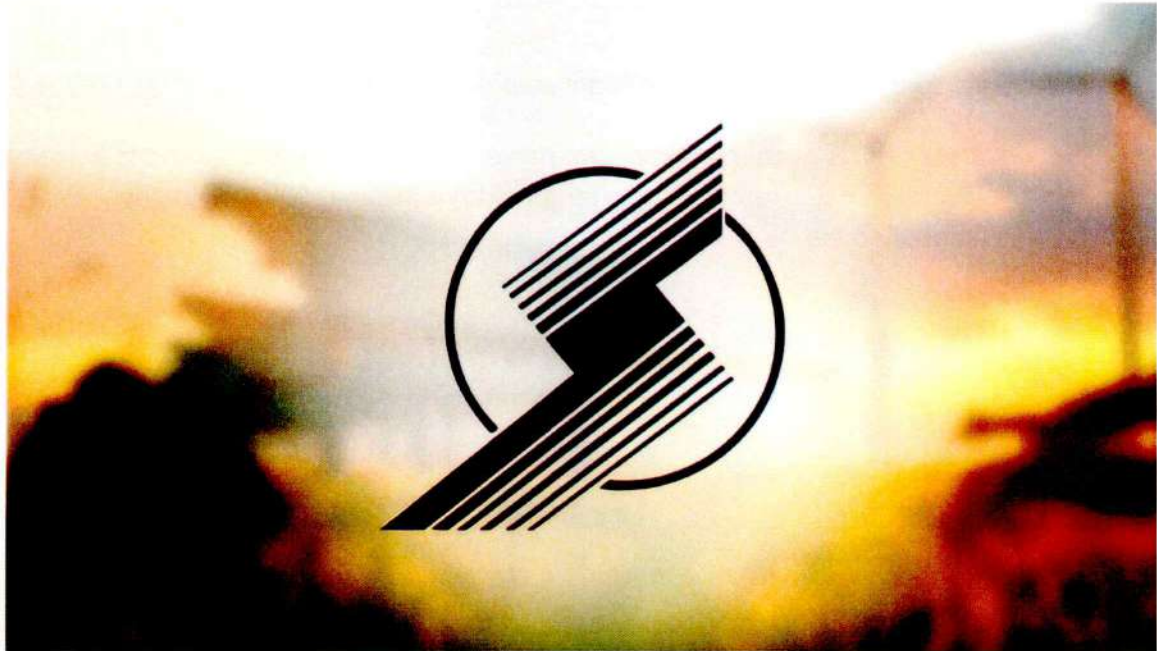


SPC Power scouting for battery storage, solar farm investments

 business.inquirer.net/530317/spc-power-scouting-for-battery-storage-solar-farm-investments

Lisbet K. Esmael @lisbetesmael



MANILA, Philippines — Listed SPC Power Corp. is “actively” exploring expansion opportunities in the local energy market, starting with battery storage systems and solar farms to hit its 500-megawatt goal, its chair said.

Group chair Alfredo Henares said that SPC Power was targeting potential acquisitions and the rollout of new projects to further strengthen its long-term growth.

Article continues after this advertisement

“This strategic focus ensures that we remain well-positioned in a challenging landscape and an evolving market to deliver stronger performance...,” he said at the company’s annual stockholders’ meeting on Wednesday.

READ: [SPC Power beefing up its renewables portfolio](#)

Storage system

The top executive said SPC Power was already “advancing” its development of battery energy storage projects. No additional details, such as their location and capacity, were provided.

Henares noted that battery energy storage systems (BESS) would help “support grid power amid the increasing renewable power capacity in the system.”

Industry players invest in BESS as this technology allows them to store excess electricity and release it to boost supply during peak hours.

READ: 2,000 MW of storage system needed for booming solar market

Aside from this, Henares also said that the company had secured a certificate of authority from the Department of Energy to complete its 48-megawatt solar power plant in Iloilo province.

The official said this marked "a significant step" for SPC Power's renewable portfolio.

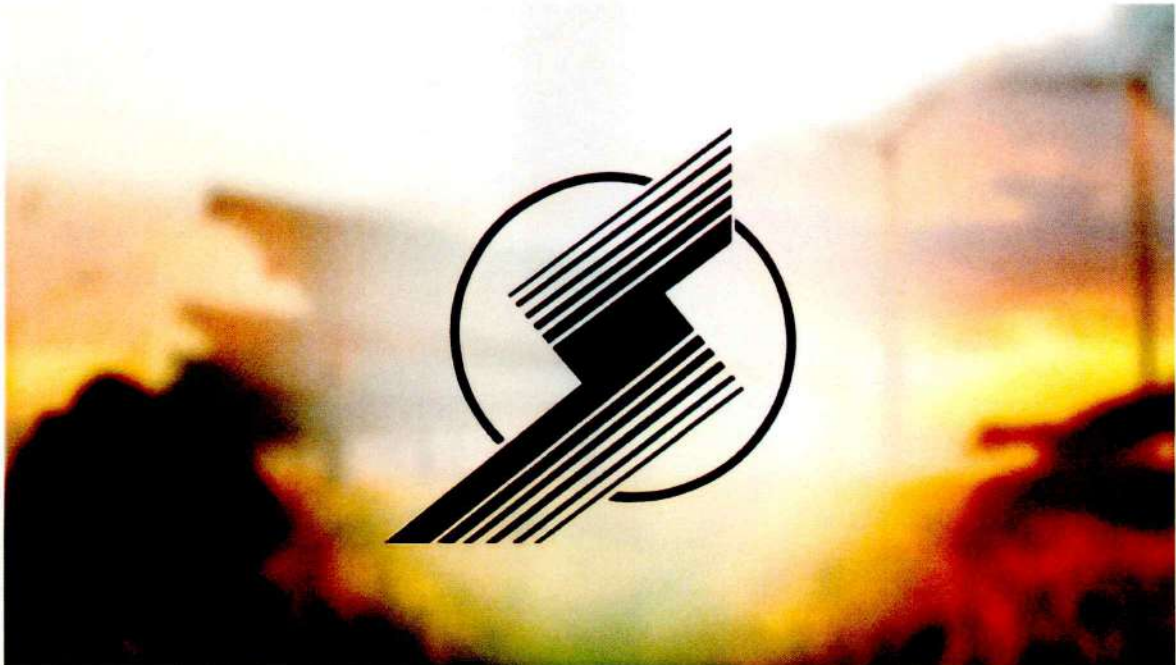
"Beyond this, SPC is pursuing other solar power projects in various locations across the country. Overall, SPC is reaffirming its target of an additional 500 MW of capacity in 2029," Henares added.

SPC Power marks first investment in BESS

 business.inquirer.net/553591/spc-power-marks-first-investment-in-bess

Lisbet K. Esmael

October 21, 2025



MANILA, Philippines – SPC Power Corp. has tapped two Chinese firms as it starts investing in battery energy storage systems (BESS).

The company said that its unit SPC Island Power Corp. (SIPC) entered into pacts with Beijing Hyperstrong Technology Co. Ltd and China Communications Services Philippines Corp.

Hyperstrong, a major energy storage system integrator, will supply the group's BESS. China Communications Services, meanwhile, will focus on engineering, design, and construction.

BESS

The Iloilo BESS project will have a 100 megawatt hours (MWh) capacity, while the Bohol facility will produce 60 MWh.

These facilities are expected to be completed by next year.

According to James Villareal, executive vice president of SIPC, this move would complement the company's expansion in the renewable energy market.

"We are pleased to partner with Hyperstrong and China Communications Services to deliver these energy storage projects, underscoring our commitment to support the country's RE development with sufficient energy storage capacity for grid stability," he said in a statement Tuesday.

SIPC inks supply deals with Chinese firms

BM businessmirror.com.ph/2025/10/21/sipc-inks-supply-deals-with-chinese-firms

Lenie Lectura

October 21, 2025

SPC Island Power Corp. (SIPC) has tapped two Chinese firms for its 160-megawatt hour (MWh) battery energy storage system (BESS) projects in Panay and Bohol. The subsidiary of SPC Power Corp. signed supply agreements with Beijing Hyperstrong Technology Co. Ltd, for the BESS and an Engineering, Design, and Construction Contract with China Communications Services Philippines Corporation.

The SIPC projects comprise a 100-MWh BESS Project in Dingle, Iloilo, and a 60-MWh BESS Project in Tagbilaran City, Bohol.

SIPC Executive Vice President James N. Villareal said these BESS projects mark a significant milestone for the company, representing its first foray in energy storage solutions, in anticipation of its forthcoming renewable energy (RE) power projects.

"We are pleased to partner with Hyperstrong and China Communications Services to deliver these energy storage projects, underscoring our commitment to support the country's RE development with sufficient energy storage capacity for grid stability."

Hyperstrong is a global leading energy storage system (ESS) integrator and service provider. According to S&P Global Commodity Insights, HyperStrong has been ranked among the top three BESS integrators in terms of global capacity installed in 2023 and the top BESS integrator in China in terms of cumulative installed capacity as of end of 2024. BloombergNEF has ranked HyperStrong in the Tier 1 energy storage provider list.

China Communications Services Philippines Corp. is a subsidiary of the state-owned China Communications Services Corp., a publicly-traded company and a large telecommunications infrastructure services group in China. It has established its presence in the Philippines since 2019.

The Department of Energy has prescribed its policy for Energy Storage Systems and has recognized its critical role in ensuring quality, reliability, security of electric power supply as the Philippine energy mix increases the contribution of renewable energy.

BESS is a technology that can store excess power, which could be tapped for later use.

SPC gets clearance for 48-MW Iloilo solar

tribune.net.ph/2025/06/12/spc-gets-clearance-for-48-mw-iloilo-solar

Maria Bernadette Romero

June 12, 2025



Listed energy firm SPC Power Corp. is advancing its planned 48-megawatt (MW) solar power project in Iloilo after it secured a Certificate of Authority from the Department of Energy.

In a statement on Thursday, SPC Chairman Alfredo Henares said the planned development puts the company on track to deliver 500 MW of new capacities by 2029.

"The company remains committed to optimizing existing assets and actively pursuing potential acquisitions and new projects for long-term growth," Henares said.

"This strategic focus ensures that we remain well-positioned in a changing landscape and an evolving market to deliver stronger performance and lasting value for our stakeholders."

Aside from solar, SPC is also advancing battery energy storage projects to help stabilize the power grid as more renewables are integrated into the energy mix. It is also pursuing additional solar developments in other parts of the country.

Last year, SPC reported a consolidated total comprehensive income of P1.56 billion, a 28.7 percent increase from P1.21 billion a year earlier due to a strong balance sheet and healthy cash flows. The company declared P1.5 billion in dividends for the year.

SPC is engaged in the development, operation, and maintenance of power generation and distribution assets nationwide.

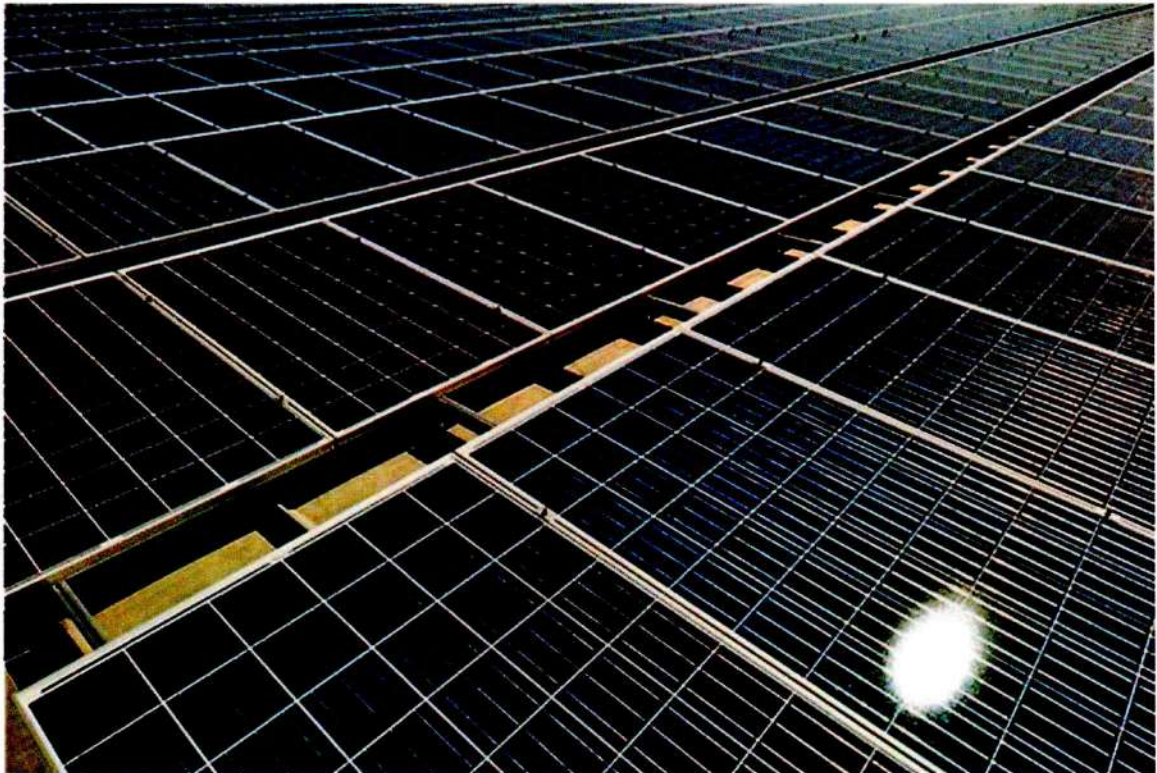
Originally established to rehabilitate and operate the Naga Power Plant Complex, the company now operates a diversified portfolio that includes diesel, coal, and renewable energy projects through its subsidiaries and affiliates.

SPC Power eyes new assets

 philstar.com/business/2025/06/13/2450110/spc-power-eyes-new-assets

Brix Lelis

June 12, 2025



- The Philippine Star
June 13, 2025 | 12:00am

MANILA, Philippines — Listed SPC Power Corp. is targeting new project acquisitions this year in line with efforts to add 500 megawatts (MW) of new capacity by 2029 to meet the country's growing energy needs.

SPC Power chairman Alfredo Henares said the company is "actively pursuing potential acquisitions and new projects" to further expand and diversify its portfolio.

The Cebu-based energy firm likewise continues to focus on maximizing the performance and value of its existing power assets, he said.

"This strategic focus ensures that we remain well-positioned in a changing landscape and an evolving market to deliver stronger performance and lasting value for our stakeholders," Henares said.

SPC Power, Henares said, is developing various battery storage projects to complement the entry of more renewable power capacity into the national grid.

A battery storage facility stores electricity from power plants or the power grid for various applications such as grid stability, energy efficiency and renewable energy integration.

On the solar energy front, SPC Power recently secured a certificate of authority from the Department of Energy to construct a 48-MW power plant in Iloilo.

The development of this utility-scale project is expected to strengthen the company's clean energy portfolio.

"Beyond this, SPC is pursuing other solar power projects in various locations across the country. Overall, SPC is reaffirming its target of an additional 500-MW of capacity in 2029," Henares said.

At present, the company's portfolio includes a 110-MW diesel plant and a 200-MW circulating fluidized bed combustion boiler coal-fired facility.

In the first quarter, SPC Power saw its attributable earnings more than double to P234.7 million from P106.8 million on an annual basis.

Revenues, on the other hand, declined by 34.7 percent to P372.7 million from P570.7 million.

CORPORATE EARNINGS

SPC Power earnings hit record P2.22 billion in 2025

By: **Lisbet K. Esmael - Reporter** / @lisbetesmael Philippine Daily Inquirer / 12:47 PM May 07, 2026

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FOR MONDAY, MAY 25, 2026 (SOURCE: PAGASA)

METRO MANILA (NAIA, PASAY CITY)	43°C	Next
DAGUPAN CITY, PANGASINAN	47°C	Stay

0°F TO 32°F: COLD
 32°F TO 50°F: MILD
 50°F TO 60°F: WARM
 60°F TO 70°F: HOT
 70°F TO 80°F: VERY HOT
 80°F TO 90°F: EXTREMELY HOT
 90°F TO 100°F: DANGEROUSLY HOT



MANILA, Philippines — [SPC Power Corp.](#) posted record-high earnings of P2.22 billion in 2025, marking the group's first time exceeding the P2-billion mark.

At its annual stockholders' meeting on Thursday, the company said the profit was 42.3 percent higher than a year ago's P1.56 billion. The strong financial performance was mainly driven by its power generation business.

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Despite a challenging operating environment marked by a volatile energy markets, geopolitical uncertainty affecting global fuel supply and pricing, and a continuously evolving regulatory landscape, you company delivered its strongest consolidated comprehensive income in its history," SPC Power chair Alfredo Henares said Thursday.

READ: SPC keeps Naga power plant deal

Meanwhile, the company's executive vice president, James Roy Villareal, said that the board of directors had given the green light for P3 billion in capital expenditures.

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BESS investment

The investments, he noted, would finance the deployment of battery energy storage systems (BESS) and solar farms.

Renewable energy developers have been increasing their spending for BESS as this complements solar facilities, as the technology allows the storage of excess power and the release of the electricity when the demand peaks.

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industry," he said during the firm's annual stockholders' meeting.

READ: SPC Power marks first investment in BESS

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A total of 160 megawatt hours of capacity from its BESS projects is expected to be injected into the grid network by the second half of 2026.

Henares also said that the group is planning to build another 100 megawatts of solar capacity, targeted for activation next year and in early 2028. /dda

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The Impeachtor

16 December, 2024

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**NOTICE OF ANNUAL STOCKHOLDERS' MEETING
OF SPC POWER CORPORATION**

June 11, 2025, 9:00 A.M. via ZOOM

SPC POWER CORPORATION will be holding its Annual Stockholders' Meeting on **June 11, 2025, Wednesday, at 9:00 A.M.**, by remote communication¹ as approved by the Board of Directors on April 3, 2025. The virtual meeting will be hosted at the principal office located at 7th Floor BDO Towers Paseo, Paseo de Roxas, Makati City. The agenda of the meeting will be as follows:

1. Call to Order and Roll Call
2. Certification of Due Notice and Presence of a Quorum
3. Approval of the Minutes of the Annual Stockholders' Meeting held on May 30, 2024
4. Chairman's Report
5. Presentation of the Highlights of Audited Financial Statements as of and for the Year Ended December 31, 2024 (Treasurer's Report)
5. Ratification of Directors' Fees for CY 2024
6. Ratification of All Previous Actions of the Directors and Officers of the Corporation
7. Election of Directors (2025-2026)
8. Appointment/Reappointment of External Auditors
9. Other Matters
10. Adjournment

STOCKHOLDERS OF RECORD AS OF MAY 20, 2025 are entitled to the notice of and to vote in the said meeting. Stockholders intending to vote and participate remotely or in absentia must notify the Corporate Secretary via electronic mail at: SPCSECGroup@spcpower.com or info@spcpower.com, and submit the following requirements: copy of valid government issued ID with full name, signature, and photograph, proxy form, and proof of authority (i.e. Special Power of Attorney, Secretary's Certificate and/or Board Resolution), not later than **June 6, 2025**. Once validated and verified, details of the meeting, voting guidelines, and other relevant information will be sent to the stockholder by electronic mail.

Electronic copies of the Minutes of the 2024 Stockholders' Meeting, Information Statement, Management Report, and SEC Form 17A and other relevant documents are posted at the Company's website (www.spcpowergroup.com) and at PSE Edge.

The agenda does not include any matter that may give rise to the exercise of appraisal right.

For information and guidance.

Makati City, April 24, 2025.

By:

Sgd.

MISHELLE ANNE R. RUBIO-AGUINALDO
Assistant Corporate Secretary

¹ Pursuant to SEC Memorandum Circular No. 6, Series of 2020 and SPC Power Corporation's Internal Procedures for Annual Stockholders' Meeting by Teleconference ("Internal Procedures").

CONSULTANCY AGREEMENT

Know All Men By These Presents:

This Agreement is made between SPC Power Corporation, a Corporation duly organized and existing under Philippine laws with office address at 7th Floor, BDO Towers Paseo, 8741 Paseo de Roxas, Makati City, represented herein by its Assistant to the President, Ms. Corazon L. Gamez (hereinafter called the "COMPANY") and Mr. Antonio T. Corpuz (hereinafter called the "CONSULTANT");

WITNESSETH THAT:

WHEREAS, the COMPANY wishes to use the services of a qualified consultant upon the terms and conditions hereinafter set forth;

WHEREAS, the CONSULTANT has represented to the COMPANY that he is a holder of Chemical Engineer's and that he has the necessary resources, expertise, experience, skills and qualification to perform the services specifically stated hereunder;

WHEREAS, the CONSULTANT has offered his services to the COMPANY and the COMPANY, relying on his representations, has accepted his offer, subject to the terms and conditions set out below;

NOW THEREFORE, the parties hereby agree:

- 1.1 That the CONSULTANT shall assist in the planning and development of power plant and renewable projects.
- 1.2 Shall perform other related tasks as may be requested from time to time.
- 1.3 The CONSULTANT shall be free to use any means and methods not contrary to law, regulations and the provisions and spirit of this Agreement which he believes will best enable him to perform the above services, and shall not be subject to the control and supervision of the COMPANY insofar as the means and methods to be employed by the CONSULTANT are concerned, it being understood that the COMPANY is interested only in the satisfactory performance of the CONSULTANT's services under this Agreement.
- 1.4 Without in any way interfering in the performance of his services and for security and administrative convenience, the CONSULTANT shall provide his contracted services daily, Monday to Friday.
- 1.5 The CONSULTANT shall coordinate with the COMPANY concerning the operational and other matters of the contracted services to ensure the efficient and prompt accomplishment of the results desired by the

COMPANY. The COMPANY shall have the exclusive right to decide any and all questions which may arise as to the quality or acceptability of the services being rendered under this Agreement.

2. Service Fee

- 2.1 For and in consideration of his faithful, satisfactory and prompt service under the terms and conditions hereof, the COMPANY shall pay to the CONSULTANT an all-inclusive service fee of [REDACTED] per month, net of withholding taxes, to be paid every 15th and 30th day of the month when services are actually rendered.

3. Term and Termination of Agreement

- 3.1 The term of this Agreement will be for a period of six (6) months commencing on February 01, 2022 to July 31, 2022. The term shall automatically expire after the said period. No extension shall be deemed agreed upon without the appropriate written agreement having been first executed by the parties.
- 3.2 Either party may terminate this Agreement at any time for any reason or cause, without need of a court action or order, by giving the other party written notice at least fifteen (15) days prior to the intended date of termination.
- 3.3 Notwithstanding any other provision(s) of this Agreement, the COMPANY may terminate this Agreement at any time forthwith by giving notice in writing if the CONSULTANT becomes of unsound mind, is convicted of a criminal offense, commits an act of gross negligence, misrepresents his authority or relationship with the COMPANY, or commits a breach of any provision(s) of this Agreement.

4. Indemnity

The CONSULTANT shall indemnify the COMPANY against every damage, loss and expense which it may suffer as a result of any breach of any term and condition of this Agreement by the CONSULTANT or any unauthorized act or thing done by the CONSULTANT in the course of his activities hereunder. The CONSULTANT acknowledges that he is not the representative or agent of the COMPANY and that he has no authority to bind the COMPANY in any transaction with any other party.

5. Confidentiality

- 5.1 The CONSULTANT shall not at any time during the term of this Agreement disclose, disseminate, and/or in any way transfer or use or allow to be used by any person, including competitors of the COMPANY, any information proprietary to the COMPANY, including but not limited to the following Confidential Information:

- a) Costs and purchase prices;
- b) Technical information.
- c) Processes, flowsheets, procedures, guidelines, programs and policies required to run the COMPANY's equipment;
- d) Identities of and transactions with vendors, suppliers or contractors;
- e) Results, methods, and means of research, experiments, studies, or surveys; and
- f) Other information which is considered or has been treated as confidential by the COMPANY, including trade or industrial secrets, patented or unpatented inventions, or those which may or may not be protected by Intellectual property laws, or those which may relate to the conduct and management of the COMPANY or any other confidential information which shall come to the CONSULTANT's knowledge in the course of or as a result of this Agreement.

5.2 Furthermore, the CONSULTANT shall not allow or permit any person(s), under any circumstance, without prior written consent of the COMPANY, to have access to, examine, inspect, photograph, film, make copies or extracts, or remove from the offices of the COMPANY, nor shall the CONSULTANT do any of the foregoing, of any original, copy or extract of any designs, documents, writings, drawings, etc. of any kind whatsoever in any manner relating to or connected with the operations of the COMPANY, including but not limited to the Confidential Information enumerated above.

5.3 In connection with this Agreement, the CONSULTANT may obtain or develop Confidential Information. All rights, title and interest in the Confidential Information shall remain with the COMPANY. The COMPANY shall also have the right, title and interest in all information, property rights or other claims over such work product the CONSULTANT may obtain or produce in the performance of his obligations, and all of the same shall be considered Confidential

Information. All Confidential Information the CONSULTANT obtains or prepares in connection with this Agreement, including copies thereof, shall be deemed the exclusive property of the COMPANY, whether delivered to the COMPANY or not. No right or license is granted to the CONSULTANT or any other third party respecting the use of Confidential Information by virtue of this Agreement.

5.4 The CONSULTANT shall not do or perform, directly or indirectly, any act that would tend to destroy or stain the reputation, image and business goodwill of the COMPANY.

5.5 During the term of this Agreement, upon demand, or upon the termination of this Agreement, whether by voluntary or involuntary means, without the necessity of demand, the CONSULTANT shall return, and further warrants that he will not retain copies, extracts or portions of, all Confidential Information in his control or possession, including without limitation the following:

- a. Software and all related computer diskettes or files;
- b. Details, specifications, and related information or documents pertaining to COMPANY equipment;
- c. All reference books, write-ups and materials;
- d. All information/details about vendors save those supplied by him;
- e. All memoranda, reports, circulars, and communications of the COMPANY in the CONSULTANT's possession; and
- f. All COMPANY manuals and documentation of Standard Operating Procedures ("SOP").

6. Non-Competition by the CONSULTANT

- 6.1 For the duration of this Agreement, and for a period of six (6) months from the date of the expiration or termination of this Agreement, or the termination of any extension hereof, the CONSULTANT shall not engage in or carry on, directly or indirectly, either alone or in partnership or collaboration with any person/s, the business of the COMPANY, or be employed or interested, whether as employee, consultant, staff member, contributor or advisor, or any such other form of interest or association, in any corporation, partnership or entity that is engaged in or carrying on a business similar or in competition with that of the COMPANY.
- 6.2 The CONSULTANT shall not solicit, entice away from, or induce to breach any contract of service (expressed or implied) with the COMPANY, any of the COMPANY's employees, trainees, applicants or agents. The CONSULTANT acknowledges that any such action on his part would give the CONSULTANT or such competitor of the COMPANY who might employ such employees, trainees or applicants or contract with such agents, an advantage over the COMPANY resulting in substantial damage to the COMPANY.
- 6.3 The CONSULTANT agrees not to receive or accept any commissions, fees or moneys in connection with or arising from any transaction to which the COMPANY is a party or otherwise interested in.

6.4 In the event that the CONSULTANT violates or is found guilty of contravening or transgressing this or the immediately preceding section (Section 5) or any of the duties and obligations as herein provided, the COMPANY shall be entitled to choose between exacting (a) the minimum payment of Five Hundred Thousand Pesos (P500,000.00) as liquidated damages, or (b) actual damages, in such greater amount as the COMPANY may prove to have suffered.

7. Independent Contractorship Relationship

The CONSULTANT shall be an independent contractor in relation to the COMPANY. Nothing in this Agreement shall be construed as creating howsoever the relationship of employer and employee between the parties hereof, or between the COMPANY and the CONSULTANT.

8. Liability to Third Persons

In the event of any accident or loss of life or injury to third persons or their property arising from, on the occasion of, or in connection with the performance by the CONSULTANT of his obligations hereunder due to the act, omission, fault or negligence of the CONSULTANT or his employees, agents or representatives, the CONSULTANT shall hold the COMPANY free and harmless from any liability or obligation of whatsoever kind or nature, and the CONSULTANT shall be solely and directly liable therefor; provided, that if the COMPANY should be held liable therefor, the CONSULTANT shall defend the COMPANY before any agency, office, tribunal or court, and shall assume such liability principally and directly for the benefit of the COMPANY. If for any reason, the COMPANY is made to pay such damages, losses, liabilities, obligations and claims, the CONSULTANT shall reimburse the COMPANY for any and all payments that it may make, as well as all expenses and costs, including but not limited to litigation expenses and legal fees, that may be incurred by the COMPANY in connection therewith. The COMPANY may, at its sole option, deduct all such payments from any amount that may be due to the CONSULTANT hereunder until they shall have been paid in full. For purposes of this provision, "third persons" shall include but not be limited to the COMPANY's own personnel or employees, employees of other contractors, and customers and clients of the COMPANY.

9. Notices

Any notice hereunder to be served on either party may be served personally or by posting it by prepaid registered postage to the respective addresses shown hereinabove or such other addresses as may be from time to time be advised in writing by the parties hereto for such purpose.

10. Miscellaneous

10.1 This Agreement shall inure or extend to the benefit of, and shall be binding upon, the parties hereto. Neither this Agreement or any rights or benefits hereunder shall be assignable in whole or in part by the CONSULTANT without the prior written consent of the COMPANY.

- 10.2 Amendments or variations to this Agreement shall only be binding when they are in writing and are signed by both parties.
- 10.3 If any part of this Agreement is declared null and void by a competent court, the remaining part of this Agreement shall remain in full force and effect as though the invalid provisions were never a part of the Agreement.
- 10.4 All actions or cases related to or in connection with this Agreement shall be filed exclusively in Makati City, to the exclusion of all courts, tribunals, or agencies situated elsewhere.
- 10.5 No failure or delay on the part of the COMPANY in exercising any right, power or remedy under this Agreement shall operate as a waiver thereof. The waiver by either party of a right or default hereunder shall not be deemed to be a waiver by such party of any prior, subsequent, or continuing default or a like or similar nature. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands this ____ day of _____, 2022 at Makati City, Philippines.

By:


CORAZON L. GAMEZ
Company


ANTONIO T. CORPUZ
Consultant

Signed in the presence of:

{signature over printed name}



NOTICE OF ANNUAL STOCKHOLDERS' MEETING
OF SPC POWER CORPORATION

June 11, 2025, 9:00 A.M. via ZOOM

SPC POWER CORPORATION will be holding its Annual Stockholders' Meeting on **June 11, 2025, Wednesday, at 9:00 A.M.**, by remote communication¹ as approved by the Board of Directors on April 3, 2025. The virtual meeting will be hosted at the principal office located at 7th Floor BDO Towers Paseo, Paseo de Roxas, Makati City. The agenda of the meeting will be as follows:

1. Call to Order and Roll Call
2. Certification of Due Notice and Presence of a Quorum
3. Approval of the Minutes of the Annual Stockholders' Meeting held on May 30, 2024
4. Chairman's Report
5. Presentation of the Highlights of Audited Financial Statements as of and for the Year Ended December 31, 2024 (Treasurer's Report)
5. Ratification of Directors' Fees for CY 2024
6. Ratification of All Previous Actions of the Directors and Officers of the Corporation
7. Election of Directors (2025-2026)
8. Appointment of External Auditors
9. Other Matters
10. Adjournment

STOCKHOLDERS OF RECORD AS OF MAY 20, 2025 are entitled to the notice of and to vote in the said meeting. Stockholders intending to vote and participate remotely or in absentia must notify the Corporate Secretary via electronic mail at: SPCSECGroup@spcpower.com or info@spcpower.com, and submit the following requirements: copy of valid government issued ID with full name, signature, and photograph, proxy form, and proof of authority (i.e. Special Power of Attorney, Secretary's Certificate and/or Board Resolution), not later than **June 6, 2025**. Once validated and verified, details of the meeting, voting guidelines, and other relevant information will be sent to the stockholder by electronic mail.

Electronic copies of the Minutes of the 2024 Stockholders' Meeting, Information Statement, Management Report, and SEC Form 17A and other relevant documents are posted at the Company's website (www.spcpowergroup.com) and at PSE Edge.

The agenda does not include any matter that may give rise to the exercise of appraisal right.

For information and guidance.

Makati City, April 24, 2025.

By:


MISHELLE ANNE R. RUBIO-AGUINALDO
 Assistant Corporate Secretary

¹ Pursuant to SEC Memorandum Circular No. 6, Series of 2020 and SPC Power Corporation's Internal Procedures for Annual Stockholders' Meeting by Teleconference ("Internal Procedures").

¹ Pursuant to SEC Memorandum Circular No. 6, Series of 2020 and SPC Power Corporation's Internal Procedures for Annual Stockholders' Meeting by Teleconference ("Internal Procedures").

Copy Furnished:

SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, San Juan, Metro Manila

PHILIPPINE STOCK EXCHANGE, INC.
Philippine Stock Exchange Centre
Exchange Road, Ortigas Center
Pasig City, Metro Manila

STOCK TRANSFER SERVICE, INC.
34th Floor, Rufino Plaza, Ayala Avenue
Makati City

ATR-KIM ENG CAPITAL PARTNERS, INC.
17th Floor, Tower One and Exchange Plaza
Ayala Avenue, Makati City



NOTICE OF ANNUAL STOCKHOLDERS' MEETING
OF SPC POWER CORPORATION

May 7, 2026, 9:30 A.M.
via ZOOM Video Teleconference

SPC POWER CORPORATION will be holding its Annual Stockholders' Meeting on **May 7, 2026 Thursday, at 9:30 A.M.**, by remote communication¹ as approved by the Board of Directors on March 6, 2026. The virtual meeting will be hosted by the Chairman at the principal office located at 7th Floor BDO Towers Paseo, Paseo de Roxas, Makati City. The agenda of the meeting will be as follows:

1. Call to Order and Roll Call
2. Certification of Due Notice and Presence of a Quorum
3. Approval of the Minutes of the Annual Stockholders' Meeting held on June 11, 2025
4. Chairman's Report
5. Presentation of the Highlights of Audited Financial Statements as of and for the Year Ended December 31, 2025 (Treasurer's Report)
5. Ratification of Directors' Fees for CY 2025
6. Ratification of All Previous Actions of the Directors and Officers of the Corporation
7. Election of Directors (2026-2027)
8. Appointment of External Auditors
9. Other Matters
10. Adjournment

STOCKHOLDERS OF RECORD AS OF MARCH 27, 2026 are entitled to the notice of and to vote in the said meeting. Stockholders intending to vote and participate remotely or in absentia must notify the Corporate Secretary via electronic mail at: SPCSECGroup@spcpower.com or info@spcpower.com, and submit the following requirements: copy of valid government issued ID with full name, signature, and photograph, proxy form, and proof of authority (i.e. Special Power of Attorney, Secretary's Certificate and/or Board Resolution), not later than **April 30, 2026**. Once validated and verified, details of the meeting, voting guidelines, and other relevant information will be sent to the stockholder by electronic mail.

Electronic copies of the Minutes of the 2025 Stockholders' Meeting, Information Statement, Management Report, and SEC Form 17A (Annual Report) and other relevant documents are posted at the Company's website (www.spcpowergroup.com) and at PSE Edge.

The agenda does not include any matter that may give rise to the exercise of appraisal right.

For information and guidance.

Makati City, March 17, 2026.

By:


MISHELLE ANNE R. RUBIO-AGUINALDO
Assistant Corporate Secretary

¹ Pursuant to SEC Memorandum Circular No. 6, Series of 2020 and SPC Power Corporation's Internal Procedures for Annual Stockholders' Meeting by Teleconference ("Internal Procedures").



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	P 300,000.00	P 120,000.00
7,8,9	P 200,000.00	P 120,000.00
1,2,3,4,5,6	P 100,000.00	P 95,000.00

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 workplace.
- To ensure financial assistance to the heirs of a regular/employees, in case of death.

IV. Procedure

1. To avail of the Health Insurance benefit, the employees 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.


 NIÑO RAY D. AGUIRRE
 VP-Finance



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 Professional Conventions, Trainings/Seminars upon the recommendation of their Superior and subject to the approval of the VP-Finance.

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 to the power industry.

IV. Procedure

- To submit the memo-request to the supervisor for his approval to attend the seminar or convention.
- The superior approves the memo-request.
- A check is prepared by the Accounting Office for the seminar fee. All other related official ex 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

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

VI. Effectivity

This policy shall be effective upon approval by the VP-Finance.


NIÑO RAY D. AGUIRRE
VP-Finance



SPC Power Corporation

SPC/SIPC POWER CORPORATION & ALL ITS SUBDIARIES

UNIFORM CODE OF CONDUCT (UCC)

OBJECTIVES

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 employees. 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.



SPC Power Corporation

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

Sec. 1. Administrative Proceedings may be started by the Human Resource Office/Administration or 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 filling the complaint?

- a) The **COMPLAINANT** should submit a written complaint that will contain the needed information:
 1. Name of respondent;
 2. The 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 Manager where the **RESPONDENT** belongs, copy furnished the Human Resource Office/Administration and the Manager of the "**COMPLAINANT**".
- c) Written complaints must bear the signature of the **COMPLAINANT/s**. 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 Manager's Office within 72 hours or three (3) days 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 complaint unless there is obvious truth or merit to such complaint, in which case the 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 Manager evaluates if the complaint is within his jurisdiction to discipline based on the following guidelines:

A. All Offenses with the penalty on the first offense of below fifteen (15) days suspension are under the jurisdiction and are to be investigated and decided by the Manager. In this case he is 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 HR/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 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 "I") of the complaint to which a copy shall be attached. The RESPONDENT shall be made to answer within 72 hours or three (3) days from receipt thereof.

B. If the complaint is not within the jurisdiction of the Manager, (For offenses classified in "B" of section 6), he shall then, within seven (7) working days upon receipt of the complaint, formally indorse the complaint to the HR/Administration Manager together with all the pertinent papers and evidences needed. The HR/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 or three (3) days 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 specifics and facts, and shall be accompanied or supported with the 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, complaint 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, Human Resource Office/Administration 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 (Senior Vice President)". However, such appeal should be coursed through the person 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.

GROUNDS FOR 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 impose;
- b. Decision is not supported by the evidence on record; or
- c. Errors of law have been committed prejudicial to the interest of the respondents.

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 specially 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) who in return shall formally endorse said notice to the Higher Disciplining Authority.

Sec. 5. If a formal appeal is filled 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 September 20, 2019.

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
I. EFFICIENCY A. Attendance 1. Unexecuted 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 Acknowledgement Form at his 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 reported to the Human Resource Section.					
c. For AWOL of 5 days to 6 days, whether consecutive or not, the penalty is WRITTEN WARNING to be issued by the Business Unit Manager concerned with the copy furnished the Human Resource Section for 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 the process retains the prerogative of determining whether the absence is excuse or unexcused.	DISCHARGE				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
2. Unexcused Tardiness (counting will start after the fifteen minutes allowance) in a month unless with valid reasons. a. once (1)	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
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 far 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 except for justifiable reasons.	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
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<p>An employee who is absent without official leave (AWOL) should be required to sign the AWOL acknowledgement 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:</p> <ul style="list-style-type: none"> 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's Doctor. A sick leave 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 Human Resource Section shall in turn approve the sick leave slip for that particular period otherwise the employee concerned shall be considered AWOL. 					
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NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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B. Work Attitudes:					
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 any serious breakdown or damage to company property or disruption of normal operation/ activity result, the penalty shall be discharged).	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				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
5. Engaging in horseplay.	Warning	3 days Suspension	7 days Suspension	15 days Suspension	Discharge
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 in clinic for physical examination or 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				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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 in serious physical injury to other persons within the company premises	Discharge				
7. Causing damage to Company property or physical injuries to other persons inside the work areas due to horseplay or inexcusable negligence (depending on degree or injury).	7 days Suspension	15 days Suspension	Discharge		
8. Mistake due to carelessness causing machinery or equipment to be idle or useless (depending on value of machinery or equipment).	3 days Suspension	7 days Suspension	15 days Suspension	Discharge	
9. Creating or contributing to unsanitary conditions or poor housekeeping.	3 days Suspension	7 days Suspension	15 days Suspension	Discharge	

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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	

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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	
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				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
4. Intentionally hiding tools, equipment or other properties belonging to his co-employee or co-worker for the purpose of delaying work undertime 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
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, telephone, office supplies & equipment to do unauthorized work.	15 days suspension	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			

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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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		
5. Gambling or engaging in a lottery or bookmaking under any of the following circumstances:					
a. Inside company premises while off duty.	Written Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
b. Inside the company premises while on duty.	15 days suspension	Discharge			
6. Drinking any alcoholic beverage on company time unless specifically authorized.	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
7. Reporting for work while obviously under the influence of liquor (if disturbing peace and order and/or molesting other employees or similarly scandalous behavior, Discharge)	3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
8. Receiving money or gifts in consideration for a job or any change in working conditions or employment status or any other personal favors by virtue of one's position or influence in the company.	Discharge				
9. Vending, soliciting or collecting contributions for any purpose whatsoever at anytime within the premises unless authorized by Management.	Written Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
10. Falsification of company documents/records or submitting false certification/document for personal convenience.	Discharge				
11. Pretending illness to avoid work or assignment. (Certification of Company Doctor is sufficient to prove the offense).	Written Reprimand	3 days suspension	7 days suspension	15 days suspension	Discharge
12. Creating or causing disturbance in any form inside company premises.	7 days suspension	15 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.	15 days suspension	Discharge			
2. Permitting another to use one's ID Card or using another's ID Card for time in and time out.	15 days suspension	Discharge			
3. Refusal to show ID Card at the request of the immediate superior or member of the Security Department on company	3 days	7 days	15 days		

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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premises.	suspension	suspension	suspension	Discharge	
4. Using unauthorized exits and entrances.	7 days suspension	15 days suspension	Discharge		
5. Entering or assisting other persons to enter any restricted area without specific authority or permission.	7 days suspension	15 days suspension	Discharge		
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			
10. Unauthorized opening of Facebook, Twitter, Instagram, Downloading, Printing, and other social media computer-mediated technology during official hours.	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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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. (If unauthorized use resulted in damage to equipment or part thereof, the penalty is Discharge)	15 days suspension	Discharge			
6. Disregarding any of the Traffic Signs of the PNP Highway Patrol adopted by the Company as part of its traffic rules and	15 days	30 days			

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
regulations, constituting two (2) or more violations in one single act shall fall under RECKLESS DRIVING.	suspension	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.

PIPPA/ERC/DOE/NGCP/PEMC/IEMOP/Etc. Activities

Date	Concerned Agency / Activities
January 13-14, 2025 (8:30 AM - 3:00 PM) MS Teams	DOE - Workshop on Institutionalizing the Energy Sector Cybersecurity and Cyber Resilience Framework
January 21, 2025 (10:30 AM - 12:00 NN) MS Teams	IEMOP - Focus Group Discussions on REM
January 23, 2025 (1:30 PM - 3:00 PM) MS Teams	PEMC - WCO Certification Fundamentals Training
February 20, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - WESM Governance Fundamentals Training
February 27, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - WESM Governance Committee Processes Training
March 4, 2025 (10:30 AM - 12:00 NN) ERC Main Office	ERC - Focus Group Discussion (FGD) on the Retail Market Roadmap
March 6, 2025 MS Teams	ERC - In the matter of the Application of the level of the Supplemental Market Fees for Calendar Years 2024 - 2027 for the Philippine Wholesale Electricity Spot Market (WESM)
March 12, 2025 (9:00 AM - 3:00 PM) Bai Hotel, Cebu	NGCP - NGCP 2025 Table-Top Blackout Drill (Visayas Leg)
March 13, 2025 (1:30 PM - 4:30 PM) MS Teams	PEMC - Orientation on Market Compliances Training
March 24, 2025 (2:00 PM - 4:00 PM) MS Teams	DOE/PIPPA - Presentation of Loss of Load Expectation Analysis and updated Power Outlook 2025
March 25, 2025 (9:00 AM) Citadines Hotel, Bacolod City	NGCP - Transmission Development Plan 2025-2050 Consultation with Visayas Stakeholders
March 27, 2025 (9:30 AM - 3:30 PM) MS Teams	PEMC - Reserve Market Compliance Training
April 2, 2025 (1:30 PM - 4:30 PM) N Hotel, Cagayan de Oro	IEMOP - Market Participants Update (MPU)
April 3, 2025 (8:00 AM - 5:00 PM) LimKetKai Hotel, Cagayan de Oro	IEMOP - Philippine Electric Power Industry Forum (PEPIF) 2025
April 3, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - Compliance Post-Evaluation Monitoring System (CPEMS)
April 10, 2025 (8:00 AM - 9:00 AM) MS Teams	DOE - Virtual Public Consultation for the Draft Department Circular for the Supplemental Framework for the Procurement of Ancillary Services
April 24, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - Market Monitoring Indices and Reports Training
May 13, 2025 (9:00 AM - 3:15 PM) MS Teams	DOE - Public Consultation on the draft Department Circulars (DCs) concerning Key Energy Policies
May 15, 2025 (8:00 AM) Quest Hotel, Tagaytay City	DOE - 2025 Forum on DOE's Test and Commissioning Policy - Visayas Leg
May 15, 2025 (1:30 PM - 4:30 PM) MS Teams	PEMC - Compliance Obligations in the WESM Training
May 22, 2025 (2:00 PM - 4:00 PM) MS Teams	PEMC - Market Offer Revision Monitoring Rollout
May 29, 2025 (1:30 PM - 4:30 PM) MS Teams	PEMC - WESM Penalty Mechanism Training
June 5, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - Forecast Accuracy Standards Compliance Training
June 11, 2025 (8:00 AM - 12:00 PM) MS Teams	ERC - Public Consultation: ERC Case No. 2025-007 RM – Draft Resolution Providing for the Qualifications, Training, Functions, and Accreditation of Regulatory Compliance Officers (RCOs) including an Enhanced Mandatory Regulatory Education Program (EMREP)
June 11, 2025 (9:00 AM - 4:30 PM) Bai Hotel, Cebu	NGCP - D2 SIPC-BDPP D2 SPC-PB104 D4 SIPC-PDPP_CY2025 Generators Conference for Visayas Customers

PIPPA/ERC/DOE/NGCP/PEMC/IEMOP/Etc. Activities

Date	Concerned Agency / Activities
June 19, 2025 (8:00 AM - 5:00 PM) Park Inn by Radisson Iloilo, Mandurriao, Iloilo City	ERC - ERC's 2Q 2025 IEC Campaign in Visayas
June 26, 2025 (1:30 PM - 4:30 PM) MS Teams	PEMC - Compliance Rating Training
July 3, 2025 (8:00 AM - 5:00 PM) Quest Hotel, Tagaytay City	DOE - 2025 Forum on DOE's Test and Commissioning Policy - South Luzon Leg
July 10, 2025 (1:30 PM - 4:30 PM) MS Teams	PEMC - Reserve Market Compliance Training
August 12, 2025 (8:30 AM - 2:30 PM) Bai Hotel, Cebu	DOE - Focus Group Discussion (FGD) with Ancillary Services (AS) Providers - Visayas Leg
August 14, 2025 (1:30 PM - 3:30 PM) MS Teams	PEMC - Market Offer Revision Monitoring Training
August 22, 2025 (10:00 AM - 12:00 NN) MS Teams	DOE - NGCP Effective Load Carrying Capability Presentation
September 18, 2025 (1:30 PM - 5:30 PM) MS Teams	PEMC - WESM Governance Training
September 25, 2025 (8:00 AM) Bai Hotel, Cebu	DOE - Workshop on the Enhanced DOE Electric Power Database Management System (DEPDMS) Web Portal (Visayas Segments)
October 2, 2025 (2:00 PM - 3:00 PM) ERC, Hearing Room 11th Floor	ERC - Public Consultation: Implementing Guidelines for the Procurement, Execution, and Evaluation of Ancillary Services Procurement Agreements Entered into by the System Operator (ASPA Guidelines)
October 9, 2025 (2:00 PM - 4:00 PM) Australian Embassy, RCBC Plaza	Austrian Trade and Investment Commission - Navigating the Future of the Philippines Energy Market
October 9, 2025 (5:00 PM - 10:00 PM) Iloilo Convention Center, Iloilo City	NGCP - D4 SIPC PDPP_2025 Regional Customer Engagement for NGCP Transmission Customers
October 14, 2025 (9:00 AM - 12:00 NN) Facebook/YouTube Live	ERC - Public Consultation: ERC CASE NO. 2025-009 RM (Visayas Stakeholders) - "In the matter of the Petition for the approval of Proposed Amendments to the Rules for the Distribution of Net Settlement Surplus (NSS)"
October 14, 2025 (2:00 PM - 3:00 PM) Facebook/YouTube Live	ERC - Public Consultation: ERC Case No. 2025-005 RM (Visayas Stakeholders) - "In the matter of the application for the approval of the Settlement Mechanism for the Green Energy Auction Program for Non-Feed-in-Tariff (Non-Fit) Type Renewable Facilities in the Wholesale Electricity Spot Market (WESM)"
October 22, 2025 (9:00 AM - 12:00 NN) MS Teams	DOE - Public Consultation on the Draft Department Circular entitled "Policy on Allowing Generation Companies to Finance and Construct Associated Transmission Projects for the Timely Integration of Power Projects Critical to the Country's Energy Transition and Supply Security"
October 23, 2025 (5:00 PM - 10:00 PM) Marco Polo Hotel, Cebu City	NGCP - D2 SIPC BDPP & SPC PB104_2025 Regional Customer Engagement for NGCP Transmission Customers
October 24, 2025 (10:00 AM - 10:00 PM) QuestPlus Conference Center, Pampanga	PEMC - WCO Summit 2025
November 5, 2025 (9:00 AM - 12:00 NN) ERC, Hearing Room 11th Floor	ERC - Public Consultation: ERC CASE NO. 2025-018 RM - "Resolution Removing the Capacity Limit for Prospective Power Generating Plants Antending for this Purpose ERC Resolution No. 8, Series of 2016, As Amended by ERC Resolution No. 17, Series of 2017"
November 5, 2025 (1:00 PM - 3:00 PM) ERC, Hearing Room 11th Floor	ERC - Public Consultation: ERC CASE NO. 2025-017 RM - "A Resolution providing for the Grid Compliance Test (GCT) for Legacy Plants"
November 7, 2025 (11:00 AM - 12:00 NN) Zoom	DOE - TFER Meeting re: Pre-Disaster Risk Assessment and Preparedness Measures for Tropical Storm Uwan (FUNG-WONG)
November 25, 2025 (8:00 AM - 4:30 PM) Bai Hotel, Cebu	DOE - IEC Campaign on DOE DC No. DC2025-10-0022 - "Prescribing Policies to Enhance the Procurement of Power Supply by Distribution Utilities for the Captive Market, Amending and Supplementing for this Purpose DC2023-05-002" and Public Consultation for the Amendment of the DC No. DC2023-04-0008 - "Prescribing the Policy for Energy Storage System in the Electric Power Industry"

SPC/SIPC SEMINAR AND TRAINING 2025

NO.	DATE	TIME	VENUE	CONCERNED AGENCY	EVENT TITLE
1	February 2025	9:00 AM - 5:00 PM	Virtual	Darwinbox	HR Trends 2025: A Roadmap for Southeast Asia
2	February 12, 2025	8:00 AM - 5:00 PM	BDPP	CDRRMO	Earthquake Safety Orientation
3	February 20, 2025	9:00 AM - 4:00 PM	BDPP	CDRRMO	Earthquake Safety Drill
4	February 27, 2025	8:00 AM - 5:00 PM	Wynwood Hotel, Pasig City	Ariva Academy	Achievers Leadership Summit 2025
5	February 28, 2025	8:00 AM - 5:00 PM	PDPP	BFP	Fire Safety Orientation
6	March 01, 2025	8:00 AM - 5:00 PM	BDPP	BFP	Fire Prevention Month Kick-Off Ceremony
7	March 05, 2025	8:00 AM - 5:00 PM	BDPP	BFP	Firefighting Seminar and Fire Drill
8	March 06, 2025	8:00 AM - 5:00 PM	PDPP	BFP	Fire Safety Drill
9	March 7, 14, 21 & 28, 2025	2:00 PM - 4:00 PM	SPC Makati	IT Department	Artificial Intelligence Seminar
10	March 24-26, 2025	8:00 AM - 5:00 PM	SPC Makati	Steve Ellis Associates Limited	DTV Group Leadership Development Program Module 1
	March 20, 2025		PB-104		Oil Spill Contingency Refresher Course
11	March 25, 2025	8:00 AM - 5:00 PM	PB-104	BFP	Fire Drill and Orientation
12	March 28, 2025	8:00 AM - 5:00 PM	BDPP	BFP	Fire Olympics Activity
13	April 03, 2025	2:00 PM - 4:00 PM	Zoom	Quisumbing Torres - Member Firm of Baker & McKenzie International	The Philippine Employer Guide: Latest Legal Updates and Deep Dive on Labor Investigations
14	April 21, 2025	1:00 PM - 5:00 PM	Zoom	DOST-PHIVOLCS	DOST-PHIVOLCS Info Bit: Ready Ka Na Ba Sa Lindol? Webinar
15	June 17-19, 2025	8:00 AM - 5:00 PM	Somerset Hotel Makati	Steve Ellis Associates Limited	DTV Group Leadership Development Program Module 2
16	September 16, 2025	10:00 AM - 5:00 PM	BDO Towers Paseo	BDO Towers Paseo Condominium Corporation	Fire Safety Awareness Seminar
17	September 18, 2025	09:00 AM - 12:00 NN	Microsoft Teams	PHILDATA	Online MS 365 Training
18	September 24, 2025	10:00 AM - 12:00 NN	BDO Towers Paseo	BDO Towers Paseo Condominium Corporation	Annual Fire Drill Evacuation Exercise for Year 2025
19	October 9-10, 2025	8:00 AM - 5:00 PM	The Picasso Boutique Serviced Residence	Steve Ellis Associates Limited	DTV Group Leadership Development Program Module 3
20	December 1-2, 2025	8:00 AM - 5:00 PM	SPC Makati	Steve Ellis Associates Limited	DTV Group Leadership Development

VILLAREAL GROUP LEADERSHIP DEVELOPMENT PROGRAMME (FEBRUARY, JUNE, OCTOBER & DECEMBER 2025)



ACHIEVERS LEADERSHIP SUMMIT (FEBRUARY 27), BDO ANNUAL FIRE DRILL(SEPTEMBER 24) AND VILLAREAL GROUP CHRISTMAS PARTY (DECEMBER 02)





SPC Power Corporation

**SPC/SIPC POWER CORPORATION
& ALL ITS SUBDIARIES**

UNIFORM CODE OF CONDUCT (UCC)

OBJECTIVES

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 employees. 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.



SPC Power Corporation

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

Sec. 1. Administrative Proceedings may be started by the Human Resource Office/Administration or 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 filling the complaint?

- a) The **COMPLAINANT** should submit a written complaint that will contain the needed information:
1. Name of respondent;
 2. The 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 Manager where the **RESPONDENT** belongs, copy furnished the Human Resource Office/Administration and the Manager of the "**COMPLAINANT**".
- c) Written complaints must bear the signature of the **COMPLAINANT/s**. 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 Manager's Office within 72 hours or three (3) days 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 complaint unless there is obvious truth or merit to such complaint, in which case the 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 Manager evaluates if the complaint is within his jurisdiction to discipline based on the following guidelines:

- A. All Offenses with the penalty on the first offense of below fifteen (15) days suspension are under the jurisdiction and are to be investigated and decided by the Manager. In this case he is 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 HR/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 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 "I") of the complaint to which a copy shall be attached. The RESPONDENT shall be made to answer within 72 hours or three (3) days from receipt thereof.
- B. If the complaint is not within the jurisdiction of the Manager, (For offenses classified in "B" of section 6), he shall then, within seven (7) working days upon receipt of the complaint, formally indorse the complaint to the HR/Administration Manager together with all the pertinent papers and evidences needed. The HR/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 or three (3) days 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 specifics and facts, and shall be accompanied or supported with the 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, complaint 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, Human Resource Office/Administration 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 (Senior Vice President). However, such appeal should be coursed through the person 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.

GROUNDS FOR 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 impose;
- b. Decision is not supported by the evidence on record; or
- c. Errors of law have been committed prejudicial to the interest of the respondents.

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 specially 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) who 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 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 September 20, 2019.

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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I. EFFICIENCY A. Attendance 1. Unexecuted 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 Acknowledgement Form at his 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 reported to the Human Resource Section.					
c. For AWOL of 5 days to 6 days, whether consecutive or not, the penalty is WRITTEN WARNING to be issued by the Business Unit Manager concerned with the copy furnished the Human Resource Section for 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 the process retains the prerogative of determining whether the absence is excuse or unexcused.	DISCHARGE				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
2. Unexcused Tardiness (counting will start after the fifteen minutes allowance) in a month unless with valid reasons. a. once (1)	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
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 for 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 except for justifiable reasons.	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
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<p>An employee who is absent without official leave (AWOL) should be required to sign the AWOL acknowledgement 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:</p> <ol style="list-style-type: none"> a. Confirmatory Excuse Slip. This may be granted if 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's Doctor. A sick leave 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 Human Resource Section shall in turn approve the sick leave slip for that particular period otherwise the employee concerned shall be considered AWOL. 					
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NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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B. Work Attitudes:					
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 any serious breakdown or damage to company property or disruption of normal operation/ activity result, the penalty shall be discharged).	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				

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
5. Engaging in horseplay.	Warning	3 days Suspension	7 days Suspension	15 days Suspension	Discharge
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 in clinic for physical examination or 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 of 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				

NATURE OF OFFENSE / VIOLATION

**FIRST
OFFENSE**

**SECOND
OFFENSE**

**THIRD
OFFENSE**

**FOURTH
OFFENSE**

**FIFTH
OFFENSE**

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 in serious physical injury to other persons within the company premises

Discharge

7. Causing damage to Company property or physical injuries to other persons inside the work areas due to horseplay, or inexcusable negligence (depending on degree of injury).

**7 days
Suspension**

**15 days
Suspension**

Discharge

8. Mistake due to carelessness causing machinery or equipment to be idle or useless (depending on value of machinery or equipment).

**3 days
Suspension**

**7 days
Suspension**

**15 days
Suspension**

Discharge

9. Creating or contributing to unsanitary conditions or poor housekeeping.

**3 days
Suspension**

**7 days
Suspension**

**15 days
Suspension**

Discharge

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
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	