



PHARMA
NUTRIA N.A. (DAVAO CITY), INC.

2 Rimas St., J.P. Laurel Ave., Bajada Wilfredo Aquino,
Davao City, Davao Del Sur
Tel No.: (082) 221-5327

July 11, 2025

Ms. Precious L. Galura

District Sales Officer

Pharma Nutria N.A. (Davao City), Inc.

Subject: Notice of Decision – Violation of Field Documentation Protocols

Dear Ms. Galura,

This letter serves as the formal Notice of Decision (NOD) following the Notice to Explain issued to you on July 9, 2025, and your written response submitted on July 10, 2025.

After a thorough review of the findings and your explanation, Management acknowledges your admission that joint calls were not signed in real-time. As you clarified, it has been your consistent practice to sign off on joint calls with your PRs at the end of the workday, typically after conducting a post-field discussion to review the day's outcomes.

While we appreciate your intent to maximize feedback sessions and structure the day efficiently, this practice is not aligned with the Company's standard protocols for real-time documentation, which are put in place to ensure transparency, credibility, and accountability—especially from those in leadership positions. As you also recognized, this deviation, though not intended to mislead, compromises the integrity of joint call documentation and sets a precedent that may be misinterpreted by the team you lead.

In consideration of your explanation, your years of service, and your overall performance record, Management has decided to accept your explanation and recognizes that there was no intent to falsify records. However, to reinforce the importance of proper documentation and field supervision protocols, the Company is imposing a **15-working day suspension without pay**, effective **July 16, 2025**.

During this period, you are required to surrender all company-issued property, including your service vehicle and device, to the Davao office no later than July 15, 2025.

This disciplinary action should be taken seriously and understood as a formal reminder of your accountability as a District Sales Officer. Upon your return, you are expected to fully comply with all documentation and supervision protocols, with no recurrence of this or similar violations. Management also expects you to present a clear plan of action to ensure full alignment with our documentation standards moving forward.

We remain confident in your ability to improve, and continue contributing meaningfully in your current role as District Sales Officer. We trust that this experience will serve as a constructive opportunity to reaffirm your commitment to the Company's values and standards.

Sincerely,

Anna Mayelle Cusi

Regional Sales Supervisor

SV More Group of Companies

Received:

PRECIOUS L. GALURA 7/11/25