

## Employee Warning Notice



Employee Name: Joel Rey Bueno

Warning Date: 14 Jan 2019

Designation: Team Leader

No. of Warning(s): Written

### Violation(s)

- |  |   |
|--|---|
| <input type="checkbox"/> Tardiness (Late w/o Notice) | <input type="checkbox"/> Creating a Disturbance             |
| <input type="checkbox"/> Unauthorized Absence        | <input type="checkbox"/> Personal Work                      |
| <input type="checkbox"/> AWOL                        | <input type="checkbox"/> Work Quality/Accuracy              |
| <input type="checkbox"/> Insubordination             | <input type="checkbox"/> Work Quantity/Output               |
| <input type="checkbox"/> Conduct                     | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance                 | <input checked="" type="checkbox"/> Other – Neglect of Duty |

### Description of Violation(s)

During our meeting with Operations Manager, Evelyn Obenza, last November, he was advised with the last day that Jumong will be providing services for Kirk. The reason for ending the service was also provided. However, VA was not made aware and had continued working on the mobile app project of client for a few days.

Additionally, Team Leaders are to confirm with clients regarding December break observed by their business. This is to determine the date VA is expected to return to work from the break. This way, VA is properly advised, and expectations are properly set between client and VA. However, the date advised to VA was that of Logistics Bureau and not of VDW. This has resulted to VA not being able to report to work on 2-4 Jan 2019 but VDW had to pay the VA as it was not his fault.

### Action/Improvement Plan

Moving forward, proper communication to VA <sup>& management.</sup> with regard to important matters (ex. work hours, holiday etc) will be observed & implemented.

### Consequence(s) of Future Infraction/Violation

Next instance of neglect of duty will progress to Final Written Warning.

I have read this Warning Notice and understand it.

Employee's Signature: \_\_\_\_\_

Date: 1/14/2019

Supervisor's Signature: \_\_\_\_\_

Date: 14 JAN 19

Witness' Signature: \_\_\_\_\_

Date: 14 Jan 2019