



Strong Minds Institute of Technology

12/9/2023

MEMO

To: John Marco Bautista

From: Iverson Noja, Human Resource Manager

Subject: First Offense - Reminder

Dear John Marco Bautista,

It has come to our attention that there have been repeated instances of tardiness in your attendance, which is in violation of company policies outlined in the employee handbook. Punctuality is a fundamental aspect of professional conduct at SMIT.

This memo serves as a formal reminder of the importance of adhering to the designated work schedule. We kindly urge you to rectify this behavior and ensure punctuality going forward.

Your immediate attention to this matter is greatly appreciated.

Sincerely,

Iverson Noja
Human Resource Manager

Strong Minds Institute of Technology



Strong Minds Institute of Technology

12/11/2023

MEMO

To: John Marco Bautista

From: Iverson Noja, Human Resource Manager

Subject: Second Offense - Written Reprimandation

Dear John Marco Bautista,

This correspondence is to address the ongoing concern regarding your consistent tardiness, which was previously brought to your attention in our initial memo dated 11/12/2023.

Despite our prior communication, the issue persists, and this behavior is not in accordance with the professional standards expected at SMIT. Punctuality is vital to maintaining a productive and cohesive work environment.

We emphasize the importance of promptly adhering to the designated work schedule and urge you to take immediate corrective action.

Please consider this memo as a formal written reprimand. Further infractions may result in escalated disciplinary measures.

Sincerely,

Iverson Noja
Human Resource Manager

Strong Minds Institute of Technology



Strong Minds Institute of Technology

11/14/2023

MEMO

To: John Marco Bautista

From: Iverson Noja, Human Resource Manager

Subject: Third Offense - Warning

Dear John Marco Bautista,

This communication is a follow-up regarding your persistent tardiness, despite prior notifications and reminders from our previous correspondences dated 12/9/2023 and 12/11/2023. Your consistent disregard for punctuality is not aligned with the professional standards upheld at SMIT. Timeliness is crucial in fostering a productive work environment, and your repeated lateness disrupts team dynamics.

This memo serves as a formal warning. Immediate and sustained improvement in your attendance is imperative to avoid further disciplinary actions, which may include more severe consequences.

We urge you to take this matter seriously and make the necessary adjustments to ensure punctuality moving forward.

Sincerely,

Iverson Noja
Human Resource Manager

Strong Minds Institute of Technology



Strong Minds Institute of Technology

12/16/2023

MEMO

To: John Marco Bautista

From: Iverson Noja, Human Resource Manager

Subject: Final Offense + Sanction

Dear John Marco Bautista,

This correspondence is a culmination of our previous notifications dated 12/9/2023, 12/11/2023, and 11/14/2023, addressing your ongoing issue of habitual tardiness.

Despite our repeated attempts to address this matter, your consistent disregard for punctuality remains unresolved. As a result, regrettably, we are compelled to impose disciplinary action as outlined in our company policies.

Effective 1/6/2024 to 1/9/2024, you will be placed under a sanction of a three-day suspension from work. During this period, you are not to report to your designated workplace. This action is taken with the hope that it will underscore the seriousness of adherence to company policies and the importance of punctuality.

This decision is final, and any further infractions may result in more severe consequences, including potential termination.

We implore you to use this time to reflect on the expectations and responsibilities required as an employee of SMIT.

Sincerely,

Iverson Noja
Human Resource Manager

Strong Minds Institute of Technology