



NOTICE TO EXPLAIN

EMPLOYEE NAME AND SIGNATURE				DEPARTMENT AND POSITION	
NTE Level:	<input type="checkbox"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	Issued Date:	
OFFENSE CATEGORY					
<input type="checkbox"/> Attendance & Uniform <input type="checkbox"/> Work Productivity <input type="checkbox"/> Property & Assets <input type="checkbox"/> Health & Safety <input type="checkbox"/> Moral & Conduct					
INCIDENT SUMMARY					
POSSIBLE VIOLATION OF CODE OF CONDUCT					
Issued by: <u>Cristelle Cates Reyes</u> Asst. HR Department Head			Noted by: <u>Gloria Pangan</u> HR Department Head		
EMPLOYEES STATEMENT AND EXPECTED IMPROVEMENT					
<input type="checkbox"/> Acknowledged fault/ incident and policy violation	<input type="checkbox"/> Unaware of policy	<input type="checkbox"/> Non-performance of duty	<input type="checkbox"/> Unauthorized deviation	<input type="checkbox"/> Denial of offense indicated <i>*Must provide explanation</i>	
Further comments (Another sheet may be used):					
Employee's Signature:			Immediate Superior's Signature:		
HR COMMENTS AND RECOMMENDATION					
<input type="checkbox"/> WAIVED <input type="checkbox"/> WRITTEN WARNING <input type="checkbox"/> SUSPENSION			DATE ISSUED		

WBGC

Prepared by: <u>Cristelle Cates Reyes</u> Asst. HR Department Head	Approved by: <u>Gloria Pangan</u> HR Department Head
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