



Follow Up Action – Notice to Explain:

Based on the given Incident Report, you are given 24 hours from the time of issuance to reply and explain details on the alleged violations incurred. Failure to submit a written response means acceptance of the equivalent disciplinary action based on the company Code of Conduct.

Description/Details of Occurrence (to be filled out by the employee):

OK I was late due to sleeping at 12:00 AM to 1:00 AM, because my mother arrives home late, so I wait for her since I am worried.

Signature Over Printed Name: Dhenniel Nivara B. Enrile

Date Signed: Oct 5, 2023

Dhenniel Nivara Enrile
Employee

KRISTINE TEJIDA
Human Resource Officer
Tamaraw Technohub Inc.



Name and role of person completing this form: Diana Lyn Lim (team leader)

Signature of person completing this form:

Date: October 5, 2023

Date and time of incident: September 1-30, 2023

Name/s of person/s involved in the incident:

Dhenniel Nixar Enrile

Details of Incident:

for the month of september he has a total of 7 lates.

Category:

Attendance

Description:

the first (2) instances of tardiness shall constitute the First Offense. Every instance thereafter will constitute a violation.

Prescribed Penalty: Documented Verbal Warning

Approved Sanction: Documented Verbal Warning

Diana Lyn Lim

Immediate Supervisor

KRISTINE TEJIDA

Human Resource Officer
Tamaraw Technohub Inc.