

## Tamaraw Technohub Inc. Incident Report

Version 2.0

## 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):

Got sick on the Late given, Failed to provide med cert due to insuficient funds, no budget for that I chose to rest in our home.

resoribed Penalty: 1 Day Suspension

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Signature Over Printed Name:

Date Signed: 3 -18 2023

**Employee** 

Kristine Tejida

Human Resource Officer

Tamaraw Technohub Inc.



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Name and role of person completing this form:	Jaynelle Bumacoo	- Team Manager	nielovii et ses	of and a to wolc
Signature of person completing this form:	punof la !	nio i significati calli	er a stent Handri, voi	PLATE COLUMNS
Date: 05/18/2023				Marie Company
Date and time of incident: 05/18/2023				
Name/s of person/s involved in the incident: Joel Catague Jr.		in the state	× 3.2 ( )	
Details of Incident:				
Insubordination				
Due to being sick he was not able to report for	work on May 12-13	3, 15-17 but failed to	o provide a medical ce	rtificate.
Category: TYPE 3				
Description:				
Failure to submit the required medical, physical	l and other examin	ations that are requ	uired by the company	
Prescribed Penalty: 1 Day Suspension				
Approved Sanction: Warning for suspension/ II	R Served			
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Jaynelle Bumacod			Kristine Tejida	

Immediate Supervisor

**Human Resource Officer** 

Tamaraw Technohub Inc.