

Name and role of person completing this form: Ryan Ramirez / Team Manager

Signature of person completing this form:



Date: November 5, 2021

Date and time of incident: November 4, 2021

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

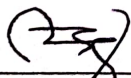
Nic Orlyn Mercado

Details of Incident: November 4, 2021

Category: **TYPE 2 OFFENSE**

Description: Employee failed to report to work and advice immediate superior following the proper call out procedure for that day.

Prescribed Penalty: Warning of Suspension



Immediate Supervisor

Dianna Rose Matudio
Human Resource Officer
Tamaraw Technohub Inc.