

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

Signature of person completing this form:

Date: **January 07, 2022**Date and time of incident: **January 03, 2022**

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

**Wendell Lozano**Details of Incident: *Add details of incident*Category: **TYPE 3 OFFENSE**Description: **NEGLIGENCE**

Causing loss of revenue or causing loss, through negligence, carelessness or inefficiency.

Prescribed Penalty: **30 Days Suspension** *Dismissal - but will lessen the sanction  
5 days suspension  
informal - park**Change*  
*Agent* *sign*  
**Ryan Ramirez**  
Team Manager  
Tamaraw Technohub Inc.  
**Mybelle Del Mundo**  
Human Resource Officer  
Tamaraw Technohub Inc.Sign of *agent*  
*Ryan**Mybelle  
tramus*

**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):**

Ako si Wendell Lozano ay humihingi ng kapatawaran sa lahat ng bumubuo ng kumpangang ito. Nang dahil sa aking kapabayaan ay nawalan tayong isang kliyente. Di ko ginusto ang lahat sa pagkat akoy nagkaroon ng mabigat na problema na kaulangan kong malampasan sa pamamagitan ng pagpapahinga at pag-iisip. Salamat sa inyong konsiderasyon at babalik ako na nasa mas maayos na estado ng pag-iisip at muling magsusumikap at makiki pagtulongan sa inyo para sa kabubuti ng kompanya.

**NAME**

Employee Signature over Printed Name

Date Signed:

  
**WENDELL LOZANO**

Employee's Signature over Printed Name

  
**Ryan Ramirez**  
Team Manager