

**Name and role of person completing this form:** Shiela Laine Cayas / Immediate Supervisor**Signature of person completing this form:****Date:** 07/28/2023**Date and time of incident:** 07/28/2023**Name/s of person/s involved in the incident:** Fitz Gerald Geraldizo**Details of Incident:**

Fitz Schedule should start at 6am, but when the Team arrived at 7am he was not present at his station.

No call or text message from him or info that he can't come today. Nor informed our client Stefanie and Elena that he will not be able to come to the office and do his task, especially his report to NSW. Our Client Elena is following up with Stefanie as we can't give them a reason on why Fitz did not make it to come to the office,

After 2 hours, the client still followed up with Fitz but he was offline on any account and it made our client feel disappointed.

**Category:** TYPE 3 3rd Offense Negligence**Description:**

**Any other acts which may endanger safety, campaign or neccessary disruption of operations through gross negligence, carelessness or inefficiency.**

**Non-participation to cooperate with co-officer on prescribed duties and responsibilities, causing disruption of operations of the department or the business.**

**Prescribed Penalty:** Dismissal**Approved Sanction:**

1 DAY SUSPENSION

  
Shiela Laine Cayas

Immediate Supervisor

  
Kristine TejidaHuman Resource Officer  
Tamaraw Technohub Inc.

**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):

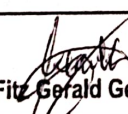
I do apologize for what happened last Friday  
I know my mistake and I accept the punishment that you will give.  
When I got home last Thursday ~~day~~ I got a heavy headache  
and I ~~just~~ went to my bed to get some rest and <sup>I forgot</sup> my phone  
downstair and that is the reason why I ~~didn't~~ can't send a message  
to shiela.

Signature Over Printed Name:

FITZGERALD GERALDIZO

Date Signed:

July 31, 2023

  
Fitz Gerald Geraldizo

Employee

  
Kristine Tejida

Human Resource Officer  
Tamaraw Technohub Inc.