

**Name and role of person completing this form:**

Wendell Lozano

Signature of person completing this form:**Date:** 5/21/2022**Date and time of incident:**

5/18/2022

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

Marlean Batas

Details of Incident:

- * TL Wendell instructed the team to log out from their diater since the new trainees will introduce themselves, but Marlean failed to (close) do so.
- * Marlean was caught streaming/watching ML related video with his phone displayed in front of his PC.

Category: Type 2 offense.**Description:** conducting unauthorized activities, personal business, i.e. by and sell business, or any unnecessary undertaking such as watching TV, Playing during working hours.**Prescribed Penalty:** Warning of suspension**Approved Sanction:** Warning of suspension
WENDELL LOZANO**Immediate Supervisor**
MYBELLE V. DEL MUNDO**Human 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):

FIRST SCHEDULE WHEN I WAS INSTRUCTED TO LOG OUT FROM THE DATER, I FAILED TO LOG OUT ON TIME BECAUSE I WAS WAITING FOR (ONE OF PROPERTY OWNERS) SO I DID NOT GET TO INTRODUCE MYSELF TO THE TRAINING AND MEET THEM AS WELL.

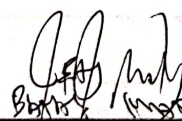
SECOND SCHEDULE I WAS STREAMING ON MY PHONE BECAUSE I WAS WATCHING A LIVI INTERNATIONAL TOURNAMENT OF ALL PLAYERS IN THE PHILIPPINES AND DISPLAYED MY MOBILE PHONE IN FRONT OF ME.

Signature Over Printed Name:

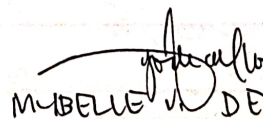

BARRY MARR WARR

Date Signed:

02-21-22


BARRY MARR WARR

Employee


MYBEL DEL MUNDO

**Human Resource Officer
Tamaraw Technohub Inc.**