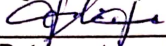


Name and role of person completing this form:

Dianna Rose C. Matudio

Signature of person completing this form:



Date: November 30, 2018

Date and time of incident: Friday, November 30 at around 8:10 am

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

Benjamin Luistro

Details of Incident: Benjamin triggered the fire Alarm system out of curiosity. An alarm sound went off immediately creating a sudden disruption.


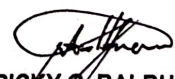
Category: Type 3 Offense

Negligence

Description: Any other acts which may endanger safety, superiors, employees or unnecessary disruption of operations through gross negligence, carelessness or inefficiency.

Prescribed Penalty:

1 - Day Suspension


DIANNA ROSE C. MATUDIO
Immediate Supervisor
RICKY G. BALBUENA
HR OfficerFollow Up Action – Notice to Explain: