

**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):

MY SINCEREST APOLOGIES FOR MY CONSISTENT TARDINESS AT WORK, I UNDERSTAND THAT MY ABILITY TO ARRIVE ON TIME HAS BEEN DISRUPTIVE AND UNPROFESSIONAL, AND I HAVE HAVING IRREGULAR SLEEPING PATTERN, WHICH IMPACTS MY ABILITY TO WAKE UP ON TIME AND ARRIVE AT THE OFFICE ON TIME. PLEASE KNOW THAT IM COMMITTED TO MAKING POSITIVE CHANGE IN MY PUNCTUALITY, AND OVERALL WORK ETHIC. I UNDERSTAND THE IMPORTANCE OF ~~BEING~~ BEING RELIABLE AND CONTRIBUTING MY BEST EFFORTS ~~TO~~ TO THE COMPANY.

ONCE AGAIN, I ~~SURELY~~ SINCERELY APOLOGIZE FOR MY LATENESS, ~~AND~~ I AM EAGER TO SHOW MARKED IMPROVEMENT AND MAKE POSITIVE CONTRIBUTIONS TO THE COMPANY/ MOVING FORWARD"


MANUEL RAY FERRER
Signature Over Printed Name:

Date Signed:

02-08-23

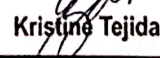

Manuel Ray Ferrer

Employee


Kristine Tejida

Human Resource Officer
Tamaraw Technohub Inc.

**Name and role of person completing this form:** Kristine Tejida / HR Officer**Signature of person completing this form:****Date:** 08/02/2023**Date and time of Incident:** Month of July 2023**Name/s of person/s involved in the incident:** Manuel Ray Ferrer**Details of Incident:** Tardiness / Late everyday**Category:** TYPE 1 1st offense**Description:** The first two (2) instances of tardiness shall constitute the First Offense. Every instance thereafter will constitute a violation.**Prescribed Penalty:** Documented Verbal Warning**Approved Sanction:** Documented Verbal Warning

Immediate Supervisor

Kristine Tejida
Human Resource Officer
Tamaraw Technohub Inc.