



EMPLOYEE JUSTIFICATION FORM

Name : JOEL S. CATAGNE

Date: 10-2-2023

Date and Time of Incident: 09/23/23 11-10 11PM-8AM

Reason/s:

I thought its fine not to have a bio since its
Saturday shift, I admit that I failed to use it,
Already in office around 9:00 PM.



Employee Signature

JAYELLE BUMANOG

Approved and Verified by:

****After the 3rd time of not logging IN and OUT within a month, disciplinary action will be taken.**