

Tamaraw Technohub Inc. Incident Report

Version 2.0

Name and role of person completing this form: Kristine Tejida / HR Officer	A ris words
Signature of person completing this form:	¥ 6
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Date: 08/01/2023	
Date and time of incident: 08/01/2023	
Name/s of person/s involved in the incident: Ivan Vincent Alfred Neil Agleron	
Details of Incident: Tardiness / 3 hours late.	
Outs were TVDE 4 4ct offense	
Category: TYPE 1 1st offense	
Description : The first two (2) instances of tardiness shall constitute the First Offense. Every instance the constitute a violation.	ereafter will
Solidate a Woldard III	
Prescribed Penalty: Documented Verbal Warning	
Approved Sanction: Documented Verbal Warning	
forest Principal Matrices	ohalo apie
	Date Sign
Kristine/Tejida	

Immediate Supervisor

Human Resource Officer

Tamaraw Technohub Inc.



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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.		specifies of the equivalent dissipliniary delich based on the compe
Description/Details of Occurrence (to be file	illed out by the employee):	
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GREETINGS !!!		Membra of planning produced in the incodent; i.e.o., Vironala
WOULD (FOR) THIS WILL	LIKE TO APC NEVER HA	PPEN AGAIN.
Offensa, čVory instancy (Paragher ve	shall constitute the First (Seamon- in Francisco (2) only only subdensed (2) only only only subdensed
		Freschood Penelty: Documentic Verbal Warning
		Approved Samphon: Congruency Verbal Warning
Signature Over Printed Name: ١٧٥٠٧	MENT SLEED NEIL	
Date Signed: 08/01/2023		
		With State of the

Employee

Hyman Resource Officer Tamaraw Technohub Inc.