



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):

Got sick on the date given. Failed to provide med cert due to insufficient funds. no budget for that. I chose to rest in our home.

Signature Over Printed Name:

Date Signed: J -18- 2023


Joel Catague Jr.

Employee


Kristine Tejida

**Human Resource Officer
Tamaraw Technohub Inc.**



Name and role of person completing this form: Jaynelle Bumacod - Team Manager

Signature of person completing this form:

Date: 05/18/2023

Date and time of incident: 05/18/2023

Name/s of person/s involved in the incident: Joel Catague Jr.

Details of Incident:

Insubordination

Due to being sick he was not able to report for work on May 12-13, 15-17 but failed to provide a medical certificate.

Category: TYPE 3

Description:

Failure to submit the required medical, physical and other examinations that are required by the company

Prescribed Penalty: 1 Day Suspension

Approved Sanction: Warning for suspension/ IR Served

Immediate Supervisor

**Human Resource Officer
Tamaraw Technohub Inc.**