

**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):

- Failure to consistently send follow-ups was caused by the overwhelming numbers of tasks I have to finish on the daily basis. I needed to secure appointments first for the exploration sessions, then do updates in records and reply to multiple chats from clients & candidates.
- This incident is due to the failure of following-up with the client. Reason I have stated above.
- Reschedules are somehow inevitable because the candidates are still currently working and need to find a suitable schedule to do the exploration without affecting their current job.

Signature Over Printed Name: MATTHEW H. DEL ROSARIO**Date Signed:** 11/22/2022**Matthew Del Rosario****Employee****Mybelle Del Mundo****Human Resource Officer
Tamaraw Technohub Inc.**