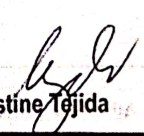


**Name and role of person completing this form:** Kristine Tejida / HR Officer**Signature of person completing this form:****Date:** 08/01/2023**Date and time of incident:** 08/01/2023**Name/s of person/s involved in the incident:** Ivan Vincent Alfred Neil Agleron**Details of Incident:** Tardiness / 3 hours late.**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

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**Immediate Supervisor**  

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**Kristine Tejida****Human Resource Officer  
Tamaraw Technohub Inc.**



**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):

GREETINGS !!!

I WOULD LIKE TO APOLOGIZE FOR I WAS LATE.  
(FOR) THIS WILL NEVER HAPPEN AGAIN.

Signature Over Printed Name: IVAN VINCENT ALFRED NEIL DIMASAL AGLERON

Date Signed: 08/01/2023

Ivan Vincent Alfred Neil Agleron

Employee

Kristine Tejida

Human Resource Officer  
Tamaraw Technohub Inc.