

**Follow Up Action – Notice to Explain:**

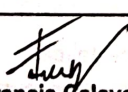
Based on the given Incident Report, you are given 24 hours from the time of issuance to reply and explain details on the alleged violations incurred. Failure to submit a written response means acceptance of the equivalent disciplinary action based on the company Code of Conduct.

Description/Details of Occurrence (to be filled out by the employee):

This note is regarding my ~~continuous~~ ~~continuous~~ continuous late from my previous working days - ranging to 5 minutes below. This is due to traffic reasoning, I will make sure to avoid this to be a professional employee and to make myself better personally


Signature Over Printed Name:

Date Signed: 09/06/2022


Francis Galayag

Employee


Kristine Tejida


Human Resource Officer
Tamaraw Technohub Inc.

Name and role of person completing this form: Jeremy Mendoza / Immediate Supervisor**Signature of person completing this form:****Date:** 09/06/2023**Date and time of incident:** 09/05/2023**Name/s of person/s involved in the incident:** Francis Calayag**Details of Incident:** The agent failed to be on time multiple times, which led to question his Immediate Supervisor**Category:** TYPE 1 Offense- Attendance Category (3 offense)**Description:**

The first two (2) instances of tardiness shall constitute the First Offense. Every instance thereafter will constitute a violation.

Prescribed Penalty: 1 Day Suspension**Approved Sanction:**

1 day Suspension


Jeremy Mendoza**Immediate Supervisor**
Kristine Tejida**Human Resource Officer
Tamaraw Technohub Inc.**