

Name and role of person completing this form: KRISTINE C. TEJIDA

Signature of person completing this form:



Date: 02-17-2023

Date and time of incident:

Name/s of person/s involved in the incident:

OCEAN MARK TEMBLIQUE

Details of Incident:

Category: Type 1 OFFENSE

Description: Failure to comply with the agreement to assist the company w/ emergency services.

Prescribed Penalty: Documented Verbal warning

Approved Sanction:

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Immediate Supervisor

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KRISTINE C. TEJIDAHuman Resource Officer  
Tamaraw Technohub Inc.

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

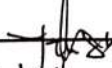
Based on the given Incident Report, you are given 24 hours from the time of issuance to reply and explain details on the alleged violations incurred. Failure to submit a written response means acceptance of the equivalent disciplinary action based on the company Code of Conduct.

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

There was an emergency and I assure the company that even its my day-off I will help them in case of emergency. But the time they called me I was riding a motorcycle so I cannot hear my phone rang. ~~So that~~ so I didn't notice the call.

Signature Over Printed Name:  **SEAN MARK O. TEMBLAQUE**

Date Signed: 02/17/2022

  
**SEAN MARK O. TEMBLAQUE**

Employee

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Human Resource Officer  
Tamaraw Technohub Inc.