


**Name and role of person completing this form:** Irene Rose Sega**Signature of the person completing this form:** **Date:** 04/03/2024**Date and time of incident:** 03/29/2024**Name/s of person/s involved in the incident:** Ian John Mari Namuco

Details of Incident: On the said day the agent failed to notify the appropriate personnel of his absence within the prescribed period outlined in the company's attendance policy. The employee did not report to work nor inform their supervisor or the HR department of their absence until the HR tried to phone his number. He responded at 10:17 am advising that it was due to a transportation issue. The late advice of absence resulted in a disruption to the normal workflow and operational efficiency of the team.

Category: Type 2 OFFENSE, 1st offence Attendance Category**Description:** Phoned advice of absence not within the prescribed period. * ADVISE should be 2 HOURS BEFORE shift**Prescribed Penalty:** Documented Verbal warning**Approved Sanction:**

Documented Verbal warning


Irene Rose Sega

Immediate Supervisor


Kristine 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):

MARCH 29, 2024

I WOKE UP EARLY TO GO TO WORK. SUDDENLY THE ENGINE OF MY SERVICE EXPLODED AND I AM COVERED WITH OIL AND THAT IS THE REASON I AM UNABLE TO REPORT. MY HANDS ARE DIRTY AND I CANNOT HOLD MY PHONE TO INFORM HR ABOUT THE SITUATION. I RUSH TO THE NEAREST MOTORCYCLE SHOP TO FIX MY SERVICE, HOPING TO STILL GO TO WORK. AFTER I WASH MY BODY TO REMOVE OIL, THAT IS THE TIME THAT I REPORT HR ABOUT THE SITUATION. SHE ASK ME TO COME AT 11:00am BUT I TOLD HER THAT I STILL NEED TO GO HOME TO FULLY WASH MY BODY AND CHANGE CLOTHES. I ATTEND/ GO TO WORK FROM 2:00pm TO 6:00pm PROVEING THAT EVEN THAT SITUATION HAPPENS, I'AM STILL WILLING TO GO TO WORK.

Signature Over Printed Name: NAMUCO, Ian JOHN MARI U.

Date Signed: APRIL 03, 2024

Ian John Mari Namuco

Employee

Kristine Tejida

Human Resource Officer
Tamaraw Technohub Inc.