



Memo on Disciplinary Action			
Date	November 02, 2019		
Employee		Immediate Superior	
Name	SERIDON, SHARMAINE	Name	SEVERINO, FEBYKATE
Title/positon	ACCOUNTING ASSISTANT	Title/position	ASSISTANT BUSINESS ACCOUNTANT
Incident			
Date	July 02, 2019		
Time	01:00 pm		
Location	bacolod		
Offense: 1.03 Acts of sabotage			
Details: Sample lang. Demo purpose.			
Damage done (if any) Sample lang. Demo purpose.			
Employee explanation I invoke my right to self incrimination.			
Action Recommended by the Department Head			
<input type="checkbox"/> Verbal warning		<input type="checkbox"/> Suspension From: Jul 03, 2019 To: Jul 03, 2019	
<input type="checkbox"/> Written warning		<input checked="" type="checkbox"/> Dismissal	
(Note: No action is to be taken until a review has been made by HR/OD Department)			
Signature of Immediate Superior _____ Date _____ Reviewed & Endorsed by: (Dept. Head _____ Date _____			
Employee Remarks			
Acknowledged by (Signature of employee) _____ Date _____			
Disposition and Distribution of this Form:			
1. Employee		2. Immediate Superior	
		3. Hr/OD	

Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent His rebuke, because the Lord's disciplines those he loves, as a father the son he delights in."