

NOTICE OF DISCIPLINARY ACTION

Date: November 4, 2017

TO: RYLANDO CARDADO JR.
Name of Employee
ASSISTANT PROGRAMMER/PAMPANGA
Position/Branch
FROM: HUMAN RESOURCES DEPARTMENT
RE: NOTICE FOR DISCIPLINARY ACTION

This pertains to the information and complaints against your alleged violations of company policy detailed as below:

Article 1 Offenses related to attendance, Section 5 – Habitual Tardiness of Five Occasions
Tardiness in one Calendar month regardless of the accumulated minutes. Tardiness of
Forty five minutes total late in one calendar month regardless of the frequency. (Light
Offense)

Description: Excessive Late for the Month of August 2017

You were given ample opportunity to explain in writing why no disciplinary sanctions are meted against you of which you mentioned that this is due to two bridge construction at Concepcion near BMEG and it cause heavy traffic.

In view of the above, you are hereby given this:

- ☐ Verbal Warning
☒ First Written Warning
☐ Final Written Warning
☐ Suspension of ___ day/s
which will take effect on _____
up to _____

Any similar offense that you commit in the future shall be treated more severely.

Please be guided accordingly.

Ariel L. Yda
Human Resources Department

I acknowledge receipt of this notice.

Raynaldo Cardado Jr.
Assistant Programmer

Date: 11/4/17