

RECOMMENDATION FORM NAME: Habal, Norberta EN No. : VIOLATION: RETURN DATE: KATHERINE O. CABRERA RETURN SHIFT: SHIFT/SCHEDULE: PD/LINE: galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am

Date: September 19, 2020

To: Habai, Norberta C. EN No.: EN69-0937 No. of Offence: 2nd

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on August 24, 2020. You hereby allegedly violated: One Source Code of Discipline

Section: 3.2 Use of Company Property

(3.2.14 Not following company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.)

In line with the violation, this memorandum will serve as your:

( ) Written Warning	( ) 10-days Suspension	m (with the Country Inc.
( ) 1-day Suspension	( ) 15-days Suspension	
//2-days Suspension	1 30-days Suspension	
) 3-2045 Sungaran	( ) Warning to Dismissal Despending to greatly of officerse	The Control of the Co
) S-days Suspension	( ) Denies Orana	
) 7-4895 Suspension	( ) For record purposes only	-

For your reference. Thank you.

Received by:

chabal SIGNATURE OVER PRINTED NAME

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## I-ALERT WRITTEN EXPLANATION

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