

NOTICE OF DISCIPLINARY ACTION

EM 302



Lending Investor Corporation

February 04, 2025

To: **Mr. Gerard Itona**

CI/Collector/Naval Branch

Brgy. Caraycaray, Naval, Biliran

Kini aron ipahibalo kanimong human sa hustong imbestigasyon, napamatud-an nga nakalapas ka sa Code of Conduct and Discipline sa kompanya nga gipahayag sa ubos:

- |  |  |
|--|--|
| <input type="checkbox"/> Related to Time and Attendance    | <input type="checkbox"/> Against Safety, Health, Environment, and Security |
| <input type="checkbox"/> Related to Conduct and Behavior   | <input type="checkbox"/> Against Person                                    |
| <input type="checkbox"/> About Performance of Duties       | <input checked="" type="checkbox"/> <b>Against Company Interest</b>        |
| <input type="checkbox"/> Against Company Property/Interest | <input type="checkbox"/> Others  |

Offense Type\*: A ☒ B\_\_ C\_\_ D\_\_

(\*Please check corresponding Offense type)

A. **Against Company Interest: No. 13.1 - Mahitungod sa Adlaw-adlaw nga Kakulangan sa Koleksyon nga Mogikan sa Koleksyon, Reloan o Remittance.**

Accordingly, you are at this moment given the following disciplinary action effective **February 6 to 8, 2025.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Written Reprimand  | <input checked="" type="checkbox"/> <b>3 days' suspension</b> | <input type="checkbox"/> 7 days' suspension |
| <input type="checkbox"/> 15 days Suspension | <input type="checkbox"/> 30 days suspension                   | <input type="checkbox"/> Dismissal          |

Note: Repetition of the same or any other offense will be dealt with more severely.

Victorio L. Reloba Jr.

(Signature over Printed Name of Line Manager)

Received by: \_\_\_\_\_  
(Signature over the printed name of recipient)

cc: HR Employee Relations Department  
201 file