

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 kanimo nga 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 Secu |
| <input type="checkbox"/> Related to Conduct and Behavior | <input type="checkbox"/> Against Person |
| <input type="checkbox"/> About Performance of Duties | <input checked="" type="checkbox"/> Against Company Interest |
| <input type="checkbox"/> Against Company Property/Interest | <input type="checkbox"/> Others |

Offense Type*: A X 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"/> 3 days' suspension | <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.

A handwritten signature in black ink, appearing to read "Victoria L. Relwba Jr." with a large, stylized initial "K" preceding the name.

(Signature over Printed Name of Line Manager)

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

cc: HR Employee Relations Department
201 file