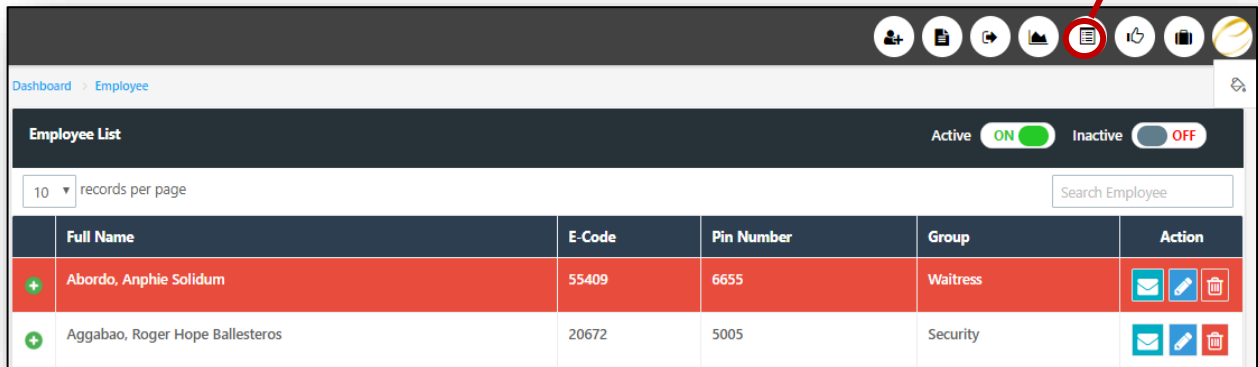


MEMORANDUM

IN THIS MODULE, YOU CAN **ADD MEMO**(WARNING) FOR EACH EMPLOYEE.

MEMORANDUM



Dashboard > Employee

Employee List Active ☒ ON Inactive ☐ OFF

10 records per page

	Full Name	E-Code	Pin Number	Group	Action
	Abordo, Anphie Solidum	55409	6655	Waitress	
	Aggabao, Roger Hope Ballesteros	20672	5005	Security	

TO **ADD MEMO**, CLICK THE EMPLOYEE THEN CLICK THE MEMORANDUM ICON

ANPHIE SOLIDUM ABORDO

MEMORANDUM LIST

10 records per page

Date	Memo #	Disciplinary Action	Action Taken	Date Granted	Remarks	Action
2018-09-13	2313	ALWAYS LATE	DONT BE LATE	2018-09-13	ALWAYS LATE	

Showing 1 to 1 of 1 entries Previous 1 Next

CREATE NEW MEMORANDUM

New ×

[Name : Anphie Solidum Abordo]

Date:	Memo #:
<input type="text" value="09/13/2018"/>	<input type="text" value="Memo #"/>
Disciplinary Action Policy:	Action Taken:
<input type="text"/>	<input type="text"/>
Date Granted:	Remarks:
<input type="text" value="09/13/2018"/>	<input type="text" value="Remarks"/>

TO **ADD NEW MEMO**, YOU NEED TO FILL UP ALL THE REQUIRED FIELD GIVEN.