Operations Memo No: 00001

To: All Employees & Department Heads

From: Human Resource and Organizational Development Office

Date: May 6, 2025

Subject: Absences, Lates and Overtime as of May 2025

This memorandum serves as a reminder of the importance of punctuality and attendance.

We would like to highlight the following data regarding absences, lates and Overtime for the month of May 2025:

* Total Absences: 6 absences within a month auto sanction
* Total Lates: 8 lates within a month auto sanction and auto salary deduction every 15mins late.
* Overtime: Minimum 1 hour

We encourage all employees to strive for consistent attendance and punctuality. If you have any concerns or require assistance in managing your schedule, please do not hesitate to reach out to your supervisor or Human Resources Department.

Thank you for your cooperation.

Prepared by, Checked by,

Mae Joy E. Biscocho Ellis Joshua R. Cadusale

Human Resource Management VP-Admin & Operations

Approved by,

Sandria R. Cadusale

President

Operations Memo No: 00002

To: All Employees & Department Heads

From: Human Resource and Organizational Development Office

Date: May 6, 2025

Subject: Non-Compliance with Company Rules and Policies and Associated Sanctions - May 2025

This memorandum addresses the unacceptable number of instances of non-compliance with company rules and policies during May 2025 and outlines the corresponding sanctions imposed.

Maintaining a productive and safe work environment requires strict adherence to established regulations. The frequency of violations necessitates this formal communication and the implementation of disciplinary measures.

Specific examples of non-compliance and the resulting sanctions are detailed below:

|  |  |
| --- | --- |
| TYPE A | TYPE B |
| 1st Offense-Verbal Warning | 1st Offense Automatic Written Warning |
| 2nd Offense- Written Warning | 2ndOffense Automatic Suspension 1-2 Days |
| 3rd Offense- Suspension |  |
| 4th Offense- Dismissal/Termination |  |
|  |  |
| TYPE C | TYPE D |
| Automatic Suspension 3-15 Days | Automatic Dismissal/Termination |

This list is not exhaustive, and further instances of non-compliance will result in similarly proportionate disciplinary action. All employees are expected to familiarize themselves with the company handbook and adhere to all stated rules and policies. Failure to do so will lead to further disciplinary action, up to and including termination of employment.

Employees requiring clarification on specific policies should contact their supervisors or the Human Resources Department. We are committed to maintaining a productive and compliant workplace, and the cooperation of all employees is essential.

Prepared by, Checked by,

Mae Joy E. Biscocho Ellis Joshua R. Cadusale

Human Resource Management VP-Admin & Operations

Approved by,

Sandria R. Cadusale

President

COMMITMENT SIGNING

I understood the Company Policy of Sandria’s Delicious Concept. By signing this form, I signify my commitment in abiding by the policies of the company.

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| DATE | NAME | SIGNATURE |
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Date

Employee Name

Address

Dear \_\_\_\_\_\_\_\_,

Congratulations!

We are pleased to inform you that you are now under permanent employment effective \_\_\_\_\_\_\_ as POSITION of Sandria’s Delicious Concept.

You shall be directly reporting to Mr. Ellis Joshua R. Candules, Sandria’s Delicious Concept VP-Admin & Operation As a regular employee you shall continue to receive your salary amounting to Php501.00/day.

Moreover, it is understood that you continue to be bound by the provisions incorporated in the Employee's Handbook that you agreed and signed. Such provisions shall be deemed incorporated as part of the terms and conditions of your regular employment with us.

Best Wishes and God bless you!

Warm Regards,

JEANETTE D REMOLADOR

HROD Manager

Approved by:

RICHARD U. LIM

President

Conforme