



Abraham Holdings, Inc.

Memo on Disciplinary Action			
Date	October 30, 2017		
Employee		Immediate Superior	
Name	GENER, FRANCIA	Name	SUNIGA, MA. LOURDES
Title/positon	ACCOUNTING SUPERVISOR	Title/position	ACCOUNTING MANAGER
Incident			
Date	October 16, 2017		
Time	09:00 am		
Location	AHI Head Office		
Offense: 4.21 Improper use of toilet, canteen and locker facilities.			
Details: improper use of locker facilities			
Damage done (if any) damage locker			
Action Recommended by the Department Head			
<input type="checkbox"/> Verbal warning		<input checked="" type="checkbox"/> Suspension From: Nov 06, 2017 To: Nov 13, 2017	
<input type="checkbox"/> Written warning		<input type="checkbox"/> Dismissal	
(Note: No action is to be taken until a review has been made by HR/OD Department)			
Signature of Immediate Superior _____		Date _____	
Reviewed & Endorsed by: (Dept. Head _____)		Date _____	
Employee Remarks			
Acknowledge by (Signature of employee) _____		Date _____	
Disposition and Distribution of this Form:			
1. Employee	2. Immediate Superior	3. Hr/OD	

Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent His rebuke, because the Lord's disciplines those he loves, as a father the son he delights in."