



<b>Memo on Disciplinary Action</b>			
<b>Date</b>	June 05, 2017		
<b>Employee</b>		<b>Immediate Superior</b>	
<b>Name</b>	VILLAMOR, ARNEL	<b>Name</b>	REDAON, ROSEMARIE
Title/positon	DORM MAINTENANCE MAN	Title/position	SR. OFFICER-IN-CHARGE
<b>Incident</b>			
Date	June 02, 2017		
Time	11:00 am		
Location	head office		
<b>Offense:</b> 4.21 Improper use of toilet, canteen and locker facilities.			
<b>Details:</b> test violation			
<b>Damage done (if any)</b> test damage			
<b>Action Recommended by the Department Head</b>			
<input type="checkbox"/> Verbal warning		<input checked="" type="checkbox"/> Suspension From: Jun 12, 2017 To: Jun 24, 2017	
<input type="checkbox"/> Written warning		<input type="checkbox"/> Dismissal	
<b>(Note: No action is to be taken until a review has been made by HR/OD Department)</b>			
Signature of Immediate Superior _____		Date _____	
Reviewed & Endorsed by: (Dept. Head _____		Date _____	
<b>Employee Remarks</b>			
Acknowledge by (Signature of employee) _____		Date _____	
<b>Disposition and Distribution of this Form:</b>			
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."*