



Memo on Disciplinary Action			
Date	January 07, 2020		
Employee		Immediate Superior	
Name	ALICANTE, LISSA	Name	CHAVEZ, NELSON
Title/positon	HRD OFFICER	Title/position	HRD MANAGER
Incident			
Date	June 20, 2019		
Time	09:00 am		
Location			
Offense: 3.10 Attendance b. Gross or Habitual tardiness. (Habitual: at least five (5) times frequency or an accumulation of sixty (60) minutes in a month whichever comes first)			
Details:			
Damage done (if any)			
Action Recommended by the Department Head			
<input checked="" type="checkbox"/> Verbal warning		<input type="checkbox"/> Suspension From: To:	
<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."