



Memo on Disciplinary Action			
Date	October 10, 2019		
Employee		Immediate Superior	
Name	GARCIA, ROEBELYN	Name	POLONAN, MARIA LEE
Title/positon	HRD SPECIALIST	Title/position	HRD SUPERVISOR
Incident			
Date	July 31, 2018		
Time	06:00 pm		
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."