



## Abraham Holdings, Inc.

<b>Memo on Disciplinary Action</b>			
<b>Date</b>	June 19, 2017		
<b>Employee</b>		<b>Immediate Superior</b>	
<b>Name</b>	LLOREN, CAMILLE JELA MAE	<b>Name</b>	POLONAN, MARIA LEE
Title/positon	HRD ASSISTANT	Title/position	HRD SUPERVISOR - TRAINEE
<b>Incident</b>			
Date	May 31, 2017		
Time	06:00 pm		
Location	Head Office		
<b>Offense:</b> 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)			
<b>Details:</b> May 2017 - 6x; 90 minutes			
<b>Damage done (if any)</b>			
<b>Action Recommended by the Department Head</b>			
<input type="checkbox"/> Verbal warning		<input type="checkbox"/> Suspension From: To:	
<input checked="" 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."*