



Abraham Holdings, Inc.

| Memo on Disciplinary Action | | | |
|---|-------------------|--|--------------------------|
| Date | December 18, 2017 | | |
| Employee | | Immediate Superior | |
| Name | JAMORA, JIMELYN | Name | POLONAN, MARIA LEE |
| Title/positon | HRD ASSISTANT | Title/position | HRD SUPERVISOR - TRAINEE |
| Incident | | | |
| Date | November 02, 2017 | | |
| Time | 08:00 am | | |
| Location | Pasay | | |
| Offense: 3.10 Attendance a. Absence without official leave (AWOL): a.1 1 to 3 successive working days AWOL | | | |
| Details: Absence without notice | | | |
| Damage done (if any) | | | |
| Action Recommended by the Department Head | | | |
| <input type="checkbox"/> Verbal warning | | <input type="checkbox"/> Suspension From: To: | |
| <input checked="" 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."