
TO : Reyssel Baron
Risk Management Team

FROM : **Office of the Chief Technology Officer**

RE : **Warning Reprimand for Attendance (1st Offense)**

DATE : **September 30, 2021**

Dear **Ms. Baron,**

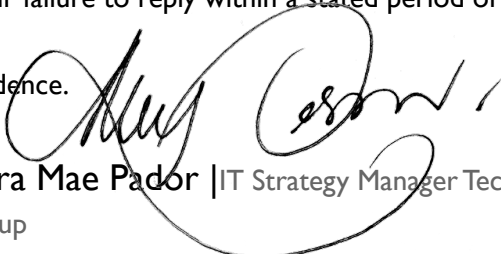
This is an official written reprimand for your failure to perform the required functions of your position by attending work on time.

It has become very important for the division to take some necessary actions. You are aware that our code of conduct does not allow our employees more than three (3) late coming in a month.

This irregularity may be a violation for Code No. I.02 in the Company Code on Employee Discipline as well as established procedure of the company.

In this connection, you are hereby given forty-eight (48) hours from receipt of this memorandum to explain why no administrative sanctions should be imposed on you.

Your failure to reply within a stated period of time will be deemed a waiver of your right to present your evidence.


Flora Mae Padon | IT Strategy Manager Technology
Group


Approved by Juan Paulo Quinto | CTO