

HUMAN RESOURCE DEPARTMENT

Inter-Office Memorandum

FOR : **Florie Montecillo**
FROM : Human Resources Department
RE : **TARDINESS MEMO**
DATE : February 04, 2019
CC : File Copy

This has reference to the irregularities in your attendance record wherein you have incurred excessive tardiness for the month of **February** covering the period from **February 04, 2019 up to February 04, 2019**

Based on your attendance record, you have incurred tardiness as follows:

Covering Period	Tardiness (Hrs./Min.)	No. of Instance Tardy
February 04, 2019	1.00	1
TOTAL	1.00	1

This is your First Offense for the year 2018, and according to our Company Policy, this merits **COUNSELING.**

Be reminded that attendance and punctuality are significant factors in your performance. Your work Productivity and job responsibilities are very important in achieving the objectives of the company. Thus, you are expected to be punctual when reporting to work.

Hence, commission of similar offense in the future shall deserve a more severe penalty as contained in our Company Policy.

Please be guided accordingly.

Issued by:

HEDY A. VILLANUEVA
Group Head for Human Resource

Noted by:

APPROVER

DEPARTMENT HEAD

PATRICIA P. PALACIOS

Received by:
Florie Montecillo
Employee (Signature over Printed Name)
Date Received: _____