


**Kolin Philippines Int'l, Inc.**

# EMPLOYEE INCIDENT REPORT FORM

Name: **ERNIE OLIMBA**Date: **MARCH 06, 2024**Position: **AO - ROBINSONS ACCOUNT**Department: **SALES**

## A. INFRACTION: (Please choose appropriately)

- ☐ General Policies, Rules & Regulations and Guidelines  
☐ Office Decorum  
☐ Punctuality  
☐ Absences  
☐ Misconduct/Dishonesty  
☐ Serious Misconduct / Dishonesty

- ☐ Insubordination  
☐ Negligence  
☐ Gross Negligence  
☐ Other Violation  
☐ Non Restrictive Clause

## B. OTHERS

- ☐ Accident
 ☒ Complaint
 ☐ Other matters

## C. DETAILS:

Time:

Place of occurrence:

Witness/Persons within area:

Brief description:

This is to formally request a Notice to Explain for Mr. Ernie Olimba  
 Account Officer of Robinsons Dealer due to late MRF request for RA LA UNION  
 PM Joshua Ramas submit his Resignation letter last Dec. 09, 2023.

RECEIVED  
 MAR 08 2024

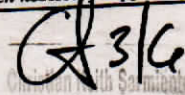
BY: 

(Use additional sheet if necessary/ Attach necessary supporting documents)

Endorsed by:

JAMES BRYAN TRAJECO  
 Signature over Printed Name

Noted by:

  
 Rowena C. Peusal

Department Head/ HRD

HR-EIRF-01-040123



# kolin

**KOLIN PHILIPPINES INTERNATIONAL INC.**



REF CODE: MRF

**No. 01452**

**MANPOWER REQUISITION FORM**

Date Requested: **FEB. 26, 2024**

<b>REQUISITIONING DEPARTMENT</b> <b>SALES</b>	<b>POSITION TITLE</b> <b>PS</b>	<b>JOB LEVEL</b> <b>ASS</b>	<b>NO. REQUIRED</b> <b>1</b>	<b>DATE NEEDED</b> <b>MAR. 10, 2024</b>
<b>EMPLOYMENT STATUS</b>		<b>NATURE OF REQUEST</b>		<b>REASON</b>
<input checked="" type="checkbox"/> PROBATIONARY / REGULAR <input type="checkbox"/> CONTRACTUAL FOR _____ MOS. FROM _____ TO: _____ <input type="checkbox"/> PROJECT BASED <input type="checkbox"/> CASUAL / SEASONAL		<input checked="" type="checkbox"/> REPLACEMENT <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> ON JOB TRAINING (OJT) a. Please write on the Justification your reason on hiring OJT. b. Use another sheet if possible for the OBJECTIVES why we should hire OJT.		<input checked="" type="checkbox"/> RESIGNATION <input type="checkbox"/> INTERNAL MOVEMENT <input type="checkbox"/> NEW POSITION <input type="checkbox"/> RELIEVER <input type="checkbox"/> END OF CONTRACT <input type="checkbox"/> OTHERS _____
<b>QUALIFICATION/REQUIREMENTS</b>				
<b>EDUCATION</b> <b>ATLEAST HIGH SCH. GRADUATE</b>	<b>AGE RANGE</b> <b>21-26</b>	<b>SEX</b> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either Sex	<b>CIVIL STATUS</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	
<b>EXPERIENCE</b> <b>PREFERABLY W/ EXPERIENCE IN APPLIANCE INDUSTRY &amp; SIMILAR CAPACITY.</b>				
<b>OTHER REQUIREMENTS</b> <b>MAXIMALLY FT &amp; AGGRESSIVE GOOD TEAMWORKSHIP &amp; CLK. SK. GOOD MORAL CHARACTER &amp; W/ PLEASING PERSONALITY.</b>				
<b>JOB DESCRIPTION</b>				
<b>to develop &amp; maintain good working relationship w/ the dealers/suppliers.</b> <b>to structure monitor competitive mktg. activities that affect sales.</b> <b>other duties may be assigned by his/her superior.</b>				
<b>JUSTIFICATION FOR HIRING</b>				
<b>REPLACEMENT OF MR. JOSHUA LAMAS, WHO RESIGNED HIS RESIGNATION LAST DEC. 9, 2023.</b> <b>IN LA UNION.</b>				
<b>REQUESTED BY</b>	<b>RECOMMENDING APPROVAL</b>		<b>APPROVED BY</b>	
 SIGNATURE OVER PRINTED NAME DATE REQUESTED:	 DEPT HEAD DATE	HRD DATE	VP-FIN/HRA DATE	PRESIDENT/CEO DATE

HRMRF-02-081519

*J. 2/26*  
Rowena C. Pausal

*GF 3/10*