


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 Rama submit his Resignation letter last Dec. 09, 2023.

 RECEIVED
 MAR 08 2024
BY: *[Signature]*

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

Endorsed by:

James Bryan Trajeco
 Signature over Printed Name

Noted by:

GJ 31G
 Christian W. S. Manda

Department Head/ HRD

HR-EIRF-01-040123

Rowena C. Peusal
 316

kolin
KOLIN PHILIPPINES INTERNATIONAL INC.

HR
HUMAN
RESOURCE
DEPT.

MANPOWER REQUISITION FORM

REF. CODE: MRF

No. 01452

Date Requested: Feb. 26, 24

REQUISITIONING DEPARTMENT SALES	POSITION TITLE PS	JOB LEVEL AS+	NO. REQUIRED 1	DATE NEEDED MAR. 10, 2024
EMPLOYMENT STATUS <input checked="" type="checkbox"/> PROBATIONARY / REGULAR <input type="checkbox"/> CONTRACTUAL FOR _____ MOS. FROM _____ TO: _____ <input type="checkbox"/> PROJECT BASED <input type="checkbox"/> CASUAL / SEASONAL		NATURE OF REQUEST <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.		REASON <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 _____
EDUCATION ATLEAST HIGH SCH. GRADUATE		AGE RANGE 21-26	SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either Sex	CIVIL STATUS <input checked="" type="checkbox"/> Single <input checked="" type="checkbox"/> Married
EXPERIENCE PREFERABLY W/ EXPERIENCE IN APPLIANCE INDUSTRY & SIMILAR CAPACITY.				
OTHER REQUIREMENTS EXCELLENT FT & ACCURATE GOOD SALESMANSHIP & DRG. SVC. GOOD MORAL CHARACTER & W/ PLEASING PERSONALITY.				
JOB DESCRIPTION to DEVELOP & MAINTAIN GOOD WORKING RELATIONSHIP W/ THE DEALERS / SUPPLIERS. to ATTEND MONTHLY COMPETITIVE Mktg. ACTIVITIES THAT ATTRACT SALES OTHER UNITS MAX. ASSIGNMENT BY HIS / HER SUPERIOR.				
JUSTIFICATION FOR HIRING REPLACEMENT OF MR. JOSHUA LAMAS, WHO RESIGNED HIS POSITION LAST MRC. 9, 2023. BY LA UNION.				
REQUESTED BY 	RECOMMENDING APPROVAL GL 3/4		APPROVED BY	
SIGNATURE OVER PRINTED NAME DATE REQUESTED HRMRF-02-081519	DEPT HEAD HRD	DATE HRD	VP-FIN/HRA DATE	PRESIDENT/CEO DATE

1.21.24
Rowena C. Pausol

Feb. 26