

EMPLOYEE INCIDENT REPORT FORM

Name: JOSHUA LOYO MACEDA

Date: MAY 30, 2024

Position: PM / IMPERIAL APP LUCENA

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:

PRODUCT MERCHANTISERS HAVE BEEN GIVEN A THREE-DAY GRACE PERIOD BY THE PMMM TO UPDATE THEIR DAILY SALES REPORT; HOWEVER, THIS GRACE PERIOD IS ONLY APPLICABLE IN CASES OF EMERGENCY.

DUE TO HIS REPEATED TARDINESS IN REPORTING DAILY SALES, PMMM GAVE A WARNING TO MR. JOSHUA LOYO MACEDA THAT IF THE BEHAVIOR CONTINUED, MEMO/IR WILL BE ISSUED.

HOWEVER, MR. MACEDA IS STILL CONTINUING HIS TARDINESS IN DAILY SALES REPORTING.

RECEIVED
JUN 03 2024

BY: *[Signature]*

VII. NEGLIGENCE, SEC. 11

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

Endorsed by:

[Signature] 5/30
JAYFERSON OBRADOR
Signature over Printed Name

Noted by:

[Signature] 6/3
Christian Keith Sarmiento

Department Head/ HRD

[Signature]
Rowena C. Pausal

HR-EIRF-01-040123