

EMPLOYEE INCIDENT REPORT FORM

Name: JOSHUA LOYD MACEDA
Position: PM / IMPERIAL APP LUCENA

Date: MAY 30, 2024
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 MERCHANDISERS 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 LOYD 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. II

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

Endorsed by:

JAY PEREZ 5/30
JAY PEREZ
OBRAZOR

Signature over Printed Name

Noted by:

Christian Keith Sarmiento
Christian Keith Sarmiento

Department Head/ HRD

n.5171
Rowena C. Pausal

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