

INCIDENT REPORT

IR CODE: **TRC-0079**

BRANCH / DEPARTMENT: TRC

IR No. 2708

DATE REPORTED: 10/08/2024

TYPE OF INCIDENT: Code of Ethics

BRIEF DESCRIPTION OF INCIDENT

CONCERNED

Jeric Sicabalo - Warehouseman

Godofredo Dean - Utility

DATE OCCURED: 09/01/2024 - 09/30/2024

PERSONNEL:

Fermin Albaran Jr. - Utility

Carlo Vincent Caseda - Kolin

PLACE OF INCIDENT: TRC Branch

Non-compliance with any documented company policy Failure to comply Quezon City requirements for third offense: Health & Occupational permit announced last November 2023 but until now, they still did not comply. Refused to write their own explanation letter: Jeric Sicabalo - Warehouseman (GC announced encircle Jeric attached) Godofredo Dean - Utility (GC announced encircle Dagz attached) Fermin Albaran Jr. - Utility (GC announced encircle Totzkie attached) OFFENSES AGAINST JOB PERFORMANCE Failure to carry out instructions of company for third offense. Failure to carry out job instructions of superior or willful refusal to give explanation letter to superior or his duly authorized representative. (for Jeric, Godofred & Fermin)

Estimated Amount: 0.00

DEXTER AMORA

REPORTED/PREPARED BY

DEPT/BRANCH MANAGER

OPEREATION/HEAD OFFICE
MANAGER

INVESTIGATION AND FINAL RECOMMENDATION

DATE:

LEGAL ASSISTANT

LEGAL OFFICER

PENALTY NOTIFICATION CODE

A'--- To WMC Employees

B'--- To Supliers / Security Agency