

24-06-324

EMPLOYEE INCIDENT REPORT FORM

Name: ROSALLES, JEKE T. Date: JUNE 19, 2024
Position: PM- RA TACLOBAN Department: SALES

A. INFRACTION: (Please choose appropriately)

- | | |
|--|---|
| ☒ General Policies, Rules & Regulations and Guidelines | ☐ Insubordination |
| ☐ Office Decorum | ☐ Negligence |
| ☐ Punctuality | ☐ Gross Negligence |
| ☐ Absences | ☐ Other Violation |
| ☐ Misconduct/Dishonesty | ☐ Non Restrictive Clause |
| ☐ Serious Misconduct / Dishonesty | |

B. OTHERS

- ☐ Accident ☒ Complaint ☐ Other matters

C. DETAILS:

Time:

Place of occurrence:

Witness/Persons within area:

Brief description:

THIS IS TO REQUEST A NOTICE TO EXPLAIN TO MR. JEKE T. ROSALLES, PM-ASSIGNED AT ROBINSON'S APPLIANCE TACLOBAN DUE TO A STORE COMPLAINT.

THE UNDERSIGNED RECEIVED AN INCIDENT REPORT FROM MR. ERNIE OLIMBA, (ACCOUNT OFFICER) RA TACLOBAN, DATED JUNE 19, 2024 (PLEASE SEE ATTACHED I.R.) STATING THAT MR. JEKE ROSALLES WAS INVOLVED INTO UNAUTHORIZED ARRANGEMENT WITH OTHER SUPPLIER, CO-PROMOTERS AND CUSTOMER RESULTING TO OVER-CHARGING OF DELIVERY FEE.

UPON VERIFICATION WITH MS. NATALIE SEVILLA (RA-TACLOBAN STORE MANAGER), THE INCIDENT TOOK PLACE WHT JUNE 7, 2024, WHEN A CLIENT PURCHASED A NUMBER OF ROBINSONS' APPLIANCES ON THE OUTLET, AMOUNTING TO ₱300,000. MR. JEKE ON THE OTHER HAND TOGETHER WITH HIS CO-PROMOTERS, ARRANGED THE IMMEDIATE DELIVERY OF THE SAID HOME APPLIANCES WITH SM-TRACKER AND CHARGED THE CLIENT FOR ₱16,000. DELIVERY FEE. BUT (ONLY) DECLARED ON THE STORE CASHIER, THE AMOUNT OF ₱8,000.00 ONLY. THE BRANCH FOUND OUT THAT ALL PROMOTERS ON THAT DAY TOOK THE OTHER ₱8,000.00 AND DIVIDED IT AT THEIR ILLEGAL COMMISSION FOR THE SAID UNAUTHORIZED AGREEMENT. WITH THIS INCIDENT, THE STORE REQUESTED FOR MR. ROSALLES' IMMEDIATE REPLACEMENT.

MR. JEKE T. ROSALLES, A REGULAR EMPLOYEE, ENDED HIS TERM LAST JUNE 17, 2024. (CDH: OCTOBER 3, 2012)

CC: REPT / ADMIN / T.K. / SALES

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

Endorsed by:

MARIA LOURDES PRECUNES

Signature over Printed Name

Noted by:

Int'l
Department Head/ HRD