

**EMPLOYEE INCIDENT REPORT FORM**
Name: SUMALDE, MARK P.Date: JUNE 25, 2024Position: PM- RA PALAWANDepartment: SALES
**A. INFRACTION: (Please choose appropriately)**

- |                                                                                          |                                                 |
|------------------------------------------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> General Policies, Rules & Regulations and Guidelines | <input type="checkbox"/> Insubordination        |
| <input type="checkbox"/> Office Decorum                                                  | <input type="checkbox"/> Negligence             |
| <input type="checkbox"/> Punctuality                                                     | <input type="checkbox"/> Gross Negligence       |
| <input type="checkbox"/> Absences                                                        | <input type="checkbox"/> Other Violation        |
| <input type="checkbox"/> Misconduct/Dishonesty                                           | <input type="checkbox"/> Non Restrictive Clause |
| <input type="checkbox"/> 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. MARK P. SUMALDE, PM - ASSIGNED AT ROBINSONS APPLIANCE PALAWAN DUE TO A STORE COMPLAINT.

THE UNDERSIGNED RECEIVED AN INCIDENT REPORT FROM MR. ERNIE OUMBA, (ACCOUNT OFFICER - RA PALAWAN) ON JUNE 25, 2024 (PLEASE SEE ATTACHED IR), STATING THAT MR. MARK SUMALDE WAS SEEN TO utter words of MISCONDUCT (DISRESPECT TOWARDS HIS STORE SUPERVISOR (PRINCE HAROLD AGUILAR)).

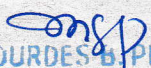
UPON VERIFICATION WITH MS. BENILDA PALANCA (RA-PALAWAN STORE MANAGER) THE INCIDENT TOOK PLACE LAST JUNE 23, 2024, DURING OFFICE HOURS, WHEN MR. SUMALDE WAS SEEN TO CONFRONT HIS SUPERVISOR (WITH A HIGH VOICE), COMPLAINING ABOUT HIS JOB AND ASKED "STRESS NA DAW PO KAYO SA AMIN!?" ACCORDING TO MS. PALANCA, THIS IS THE SECOND TIME THAT MR. SUMALDE WAS REPORTED TO DO ACTS OF MISCONDUCT TOWARDS HIS COLLEAGUE AND THEY CANNOT TOLERATE IT ANYMORE. WITH THIS, THE STORE REQUESTED FOR HIS IMMEDIATE REAPPOINTMENT.

MR. MARK P. SUMALDE, A PROBATIONARY EMPLOYEE, JOINED HIS DUTY LAST JUNE 23, 2024, (CH: MARCH 13, 2024)

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

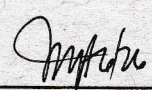
*(Use additional sheet if necessary/ Attach necessary supporting documents)*

Endorsed by:

  
**MARIA LOURDES B. PRECUNES**

Signature over Printed Name

Noted by:



Department Head/ HRD