



Kolin Philippines Int'l., Inc.

HR HUMAN
RESOURCE
DEPT.

EMPLOYEE INCIDENT REPORT FORM

Name: BIANO, MICHAEL VINCENT V. Date: JULY 3, 2024
Position: PM- RA SAN FRANCISCO 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. MICHAEL VINCENT V. BIANO, PM-ASSIGNED AT ROBINSONS SAN FRANCISCO DUE TO A STORE VIOLATION.

THE UNDERSIGNED RECEIVED AN INCIDENT REPORT FROM MR. ERNIE OLIMBA (ACCOUNT OFFICER - RA SAN FRANCISCO) LAST JULY 1, 2024 (PLEASE SEE ATTACHED IR) STATING MR. BIANO'S INVOLVEMENT IN UNAUTHORIZED ARRANGEMENT WITH SERVICE CENTER BY ACCEPTING MONEY OR "KICK BACKS" THAT AFFECTS COMPANY INTEREST.

UPON VERIFICATION WITH MR. JERRY BANTUAN (RA SAN FRANCISCO - STORE MANAGER) THE INCIDENT TOOK PLACE LAST MAY 2024 AFTER INSTALLATION OF (14) UNITS AIRCONDITION TO A CLIENT. MR. BIANO WAS REPORTED TO HAD RECEIVED A COMMISSION FROM THE SERVICE CENTER, AMOUNTING TO ₱ 500.00 / UNIT FOR A TOTAL OF ₱ 7,000.00 (FOR 14 UNITS). IT WAS ALSO DISCOVERED BY THE STORE THAT MR. BIANO EVEN INITIATED FOLLOW-UPS ON THE SAID COMMISSION.

DUE TO THIS, THE STORE IS REQUESTING AN IMMEDIATE DISCIPLINARY ACTION TOWARDS MR. BIANO.

MR. MICHAEL VINCENT V. BIANO, A REGULAR EMPLOYEE, STILL REPORTING AT THE STORE. (DH: FEB 16, 2023)

cc: REC'D / ADMIN / T-K 7/4 / SALES

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

Endorsed by:

MARIA LOURDES B. PRECONES

Signature over Printed Name

Noted by:

7/4

Department Head/ HRD