


EMPLOYEE INCIDENT REPORT FORM
Name: **RECAÑA, GODOFREDO JR. E.**Date: **DECEMBER 20, 2024**Position: **PM- RA TAGUM**Department: **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: **MR. FRANCIS VAL ANGEL GARCIA - BM-RA TAGUM / KENN LAUD - SUPERVISOR (RA TAGUM)**

Brief description:

THIS IS TO REQUEST A NOTICE TO EXPLAIN TO MR. GODOFREDO E. RECAÑA JR. - PRODUCT MERCHANDISER ASSIGNED AT ROBINSONS APPLIANCE- TAGUM BRANCH DUE TO VIOLATION OF STORE / COMPANY POLICY.

THE UNDERSIGNED RECEIVED A NOTICE FROM SALES DEPT. PMM ASST. (JAKE TRAJEDO), REGARDING THE UNAUTHORIZED ABSENCES OF MR. RECAÑA FOR THE MONTH OF DECEMBER 2024.

ACCORDING TO THE REPORT, MR. RECAÑA HAS NOT BEEN REPORTING TO WORK SINCE DECEMBER 8, 2024 UPTO PRESENT - UPON VERIFICATION MR. KENN LAUD, (STORE SUPERVISOR - RA TAGUM), MR. RECAÑA'S LAST STORE ATTENDANCE WAS DECEMBER 7, 2024 (HALF DAY) AND DID NOT INFORM ANYONE AT THE BRANCH THAT HE WILL NOT BE ABLE TO REPORT ON THE SUCCEEDING DAYS. LEADING FOR THE PM TO BE TAGGED AS AWOL, BY THE STORE BRANCH AS WELL AS THE SALES DEPARTMENT OF KOLIN PHILIPPINES.

THE STATEMENT ABOVE WAS ALSO CONFIRMED BY MR. FRANCIS VAL ANGEL GARCIA - (STORE MANAGER - RA TAGUM), THRU A PHONE CALL ON DECEMBER 10, 2024, STATING THAT THE PM DID NOT EVEN BOtherED TO SEND ANY NOTICE (THRU CHAT, FB OR CALL /MESSAGE, ETC.,) IN ORDER TO INFORM THE BRANCH OF HIS WHEREABOUTS.

WITH RELEVANCE TO THIS MATTER, ON DECEMBER 17, 2024, EMPLOYEE RECAÑA RECEIVED A NOTICE FROM MR. RECAÑA, (THRU FB MESSENGER), REGARDING HIS CURRENT STATUS AND PRESENTED A MEDICAL CERTIFICATE TO HRD AS PROOF THAT HIS LONG PERIOD OF ABSENCES WAS DUE TO HIS UNEXPECTED MEDICAL CONDITION CAUSED BY RESPIRATORY TRACT INFECTION.

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

Endorsed by:

MARIA LOURDES B. PRECUNES

Noted by:

J. M. L. B. Precunes

Signature over Printed Name

Department Head/ HRD



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(PLEASE SEE ATTACHED MEDICAL CERTIFICATE) EMPLOYEE RELATIONS HAD CONDUCTED FURTHER INVESTIGATION, AS MR. RECATINA CAN STILL BE CONSIDER, BASED ON HIS MENTIONED ILLNESS, UNFORTUNATELY, ROBINSONS TAGUM BRANCH FOUND OUT, THAT THERE WERE INCONSISTENCIES ON HIS PRESENTED MEDICAL CERT. FIRST, HE DID NOT PRESENTED ANY MEDICAL LABORATORIES PRIOR TO THE ISSUANCE OF THE MED. CERT, GIVEN THAT IT IS LEGIT; SECOND, MR. RECATINA WAS THE ONE WHO DICTATED THE WRITTEN DATES ON THE MED.CERT, (DEC. 7-16, 2024), AND LASTLY, THERE WERE HOSPITALIZATION ISSUES MENTIONED BY THE PM, (DURING A PHONE CALL - DEC. 19, 2024), WHICH DOES NOT REFLECT ON THE ISSUED CERTIFICATE. ALL THESE INDICATIONS HAVE MADE MR. RECATINA'S STATEMENT TO BECOME QUESTIONABLE.

WITH THE : , THE STORE REQUESTED FOR HIS IMMEDIATE REPLACEMENT.

GODOFREDO E. RECATINA JR. A PROBATIONARY EMPLOYEE, ENDED HIS DUTY ON DECEMBER 7, 2024. (BH: AUGUST 28, 2024)

cc: *DR. ILU* / ADMIN / *T. R.* / SALES

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

Endorsed by:

SP
MARIA LOURDES B. PRECUNA

Noted by:

Signature over Printed Name

Department Head/ HRD