

INSTRUCTION TO SUPERIOR IN ISSUING DUE PROCESS FORM (DPF)

1. Fill in two (2) copies of the DPF.
2. Under Section A (Page 1), fill in complete personal data of the Team Member being charged.
3. State the facts of the case and circumstances under Section B (Page 1) in short but understandable language.
5. Team Members will be given ninety-six (96) hours to answer the charges and explain his / her side. IF A TEAM MEMBER'S CONTINUED PRESENCE CONSTITUTES REAL DANGER TO LIVES AND PROPERTIES OF THE COMPANY AND / OR ANY OF ITS TEAM MEMBERS, THE TEAM MEMBER MAYBE PUT IMMEDIATELY UNDER PREVENTIVE SUSPENSION. In taking such action, please coordinate promptly and closely with HRD.
6. Serve DPF to Team Member concerned. If the Team Member for some reason does not or cannot report to work, serve the DPF personally to him / her at his / her current address. Require Team Member to acknowledge receipt of notice by signing above his / her name found below Section C (Page 1). After the Team Member acknowledged receipt of notice, leave one (1) copy of DPF and require him / her to write his/her explanation under Section D (Page 2) and return the duly accomplished DPF on or before the prescribed deadline. Keep the other copy for your reference.
7. Upon receipt of Team Member's explanation, proceed to Section E (Result of Investigation). In cases where the Team Members fail or refuse to submit their explanation during the prescribed time, the superior is STILL OBLIGED to accomplish Sections E & F and complete the whole disciplinary process.
8. Write your decision under Section F (Page 3) and specify the corresponding disciplinary action by checking the appropriate box and sign on the space provided for.
9. After accomplishing Section F, forward the DPF for approval to the Department Head and HRD Manager, if necessary. (Note: In cases where the penalty called for by the alleged infraction is verbal reminder or written warning, the signature of the Team Member's immediate superior is sufficient. If the penalty called for by the alleged infraction is suspension or termination, regardless of the final action taken, the signatures of the concerned Department and the HRD Manager must be included.)
10. Serve two (2) copies of the accomplished DPF to Team Member concerned. If the Team Member for some reason does not or cannot report to work, serve the DPF personally to him / her at his / her current address. Let him / her acknowledge receipt by signing above his / her name printed at the lower right portion of Page 3 (below Section F).
11. Give the original copy to the Team Member; keep one copy for your file/reference; give one copy each to TRL and Recruitment Group (HRD).
12. In all cases of violation of the code, please initiate corrective action promptly as delay in the implementation of Management action can be interpreted as either condonation and / or entrapment.

YOU MAY CALL YOUR HRD HEAD FOR ANY INQUIRY OR ADVICE REGARDING
APPLICABLE CHARGES, CORRECTIVE ACTIONS OR PROCEDURES
IN IMPLEMENTING OUR CODE OF CONDUCT.