Date of Accomplishing Form: _____ Time: _____

DISCIPLINARY CASE OF : _____

DATE OF INCIDENT : _____

E **RESULT OF INVESTIGATION:** (*Use additional sheet* if space provided below is insufficient)

_____

Signature Over Printed Name
of person who conducted the investigation

F **DECISION / ACTION TAKEN** (Discuss the rationale of the action taken and the consequences of any future behavior, then, offer assistance to coach, guide, and help in his / her future conduct. Please indicate if the explanation is valid and accepted.)

☐ NO VIOLATION ☐ WRITTEN WARNING ☐ SUSPENSION ☐ TERMINATION

☐ VERBAL WARNING ☐ LAST WRITTEN WARNING # of Days ____ Effectivity: _____

Period of Effectivity: _____

Remarks: (Use this space to formalize any verbal agreement entered into by both parties)

_____

(Note: Any decision / action duly taken concludes the proceeding insofar as the breach of the Code charged in the Form is concerned. In case of newly discovered evidence indicating breach of the Code therefore, a separate Form should be accomplished.)

SIGNED:

IMMEDIATE SUPERIOR	DEPARTMENT MANAGER	HRD MANAGER
Date: _____	_____	_____

(Note: In cases where the penalty called for by the alleged infraction (See Item C) 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 (See Item C) is suspension or termination, regardless of the final action taken, the signatures of the concerned Department Head and the HRD Manager must be included.)

READ AND UNDERSTOOD: _____ _____

Printed Name and Signature of Team Member Date

cc: 201 File
Team Relations

(Revised: August 2000)