storeminder
PHILIPPINES, INC.

EXPLANATION AND DISCIPLINARY EVALUATION FORM

NAME OF EMPLOYEE: _____**DATE:** _____

DEPARTMENT/SECTION: _____

VIOLATION: Section No._____

_____

EXPLANATION:

SIGNATURE OF EMPLOYEE: **DATE:**

COMMENTS:

RECOMMENDATION:

IMMEDIATE SUPERIOR / DATE

FINAL EVALUATION: ___ Absolved ___ Verbal Reminder ___ Written Reprimand ___ Suspension

___ Preventive Suspension ___ Others (Transfer / Dismissal)

APPROVED BY:

HRAD MANAGER / DATE