

CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

WORK STUDY SERVICE PROGRAM

Date: _____

WARNING SLIP

To: _____
Unit Assignment: _____
Dear _____

Workstudent's Copy

This is to remind you of your loyalty and responsibility to whatever job assigned to you under the Work Study Service Program covered by your present contract.

Any failure on your part to follow such rules and regulations of the WSSP specially the following:

/ / 1. Not working or doing his/her duties on scheduled time of work.

(It can be charged as willful abandonment of duty.)

/ / 2. Coming late always and being a habitual absentee, _____ unexcused absences, _____ late.

/ / 3. Disobedience to instructions of the Team Leaders and/or the Unit Supervisor/s.

/ / 4. Other violations specified under the WSSP Rules of Penalties.

Would mean immediate suspension, dismissal or discharge from the WSSP or whatever sanctions warrant such violation.

Acknowledged by:

Signature of Work student over printed name

Cut here

WARNING SLIP

Date: _____

To: _____
Work Student's name

Unit Assignment: _____

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Acknowledged by:

Signature of Work student over printed name

Recommendation:

Teamleader's/ Unit Supervisor's Signature over printed name

Remarks:

WSSP Supervisor