

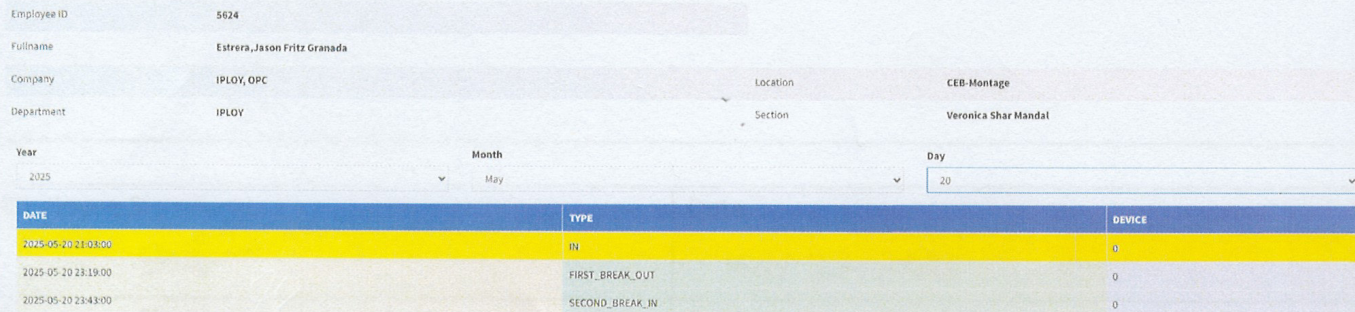
iGROW COACHING FORM

Full Name: Jason Fritz Granada Estrera	Date: May 21, 2025
Employee No.: 5624	Immediate Supervisor: Georgeitte Jane Singson

Issue / Goal - What is the issue and goal of the coaching session?

Issue: On Tuesday, March 20, 2025, the trainee was 3 minutes late for his scheduled training shift.

Please find the attached supporting document:



Employee ID	5624				
Fullname	Estrera, Jason Fritz Granada				
Company	IPLOY, OPC	Location	CEB-Montage		
Department	IPLOY	Section	Veronica Shar Mandal		
Year	2025	Month	May	Day	20
DATE	TYPE	DEVICE			
2025-05-20 21:03:00	IN	0			
2025-05-20 23:19:00	FIRST_BREAK_OUT	0			
2025-05-20 23:43:00	SECOND_BREAK_IN	0			

Goal: The goal is to coach the trainee on the importance of reliability and to reinforce that such behavior is unacceptable. Consistent attendance and reliability are essential factors in assessing their suitability and potential for success within the company, especially when you're still a trainee.

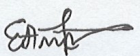
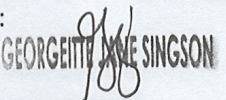
Reality / Options – Root Cause Analysis and Agent's Feedback

There's a sudden rain around 8:30 pm. The driver of my moveit decided to stop for us not to get wet. Unfortunately the rain stops at exactly 8:57pm so that's actually the reason why I got late on my punch.

Way Forward – Action Plan and Setting Proper Expectations

I will surely, and promised to be on time, and not to get late by going as early as 8:00 pm. I know the consequences of this action so I'll make sure to be ~~more~~ prepared at home by 7:00 pm, so I can book move it by 8:00 moving forward.

by getting consecutive late,

Employee Signature: 	Date: May 22, 2025
Supervisor Signature:  GEORGETTE JANE SINGSON	Date: 5/22/25