**DEFICIENCY REPORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dept:** | | |  | | | | | | **Semester:** | | |  |  |
|  | | | | | | | | | | | | | |
| **Staff Name:** | | |  | | | | | | **ID No:** | | |  |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Part I: Completed by the Deputy Office/OR The Department Chairman Concerned** | | | | | | | | | | | | | |
| **Type of Deficiency** | | | |  | | | | | | | | | |
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|  | | | |  | | | | | | | | | |
| **Deficiency Status** | | | |  | | | | | | | | | |
|  | |  | **1st Deficiency** |  | **2nd Deficiency** | |  | **Last Deficiency** | |
|  | | | | | | | | | |
|  | | | |  | | | | | | | | |  |
| **Location** | | | |  | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| **Day & Date** | | | |  | | | | | **Time/ Period** |  | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Part II: Completed by the Concerned Staff** | | | | | | | | | | | | | |
| **Staff Justification:** | | | | | |  | | | | | | | |
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|  | | | | | | | |
| Signature: ……………………………………………………...…………… Date: ……………..………………… | | | | | | | |
|  | | | | | | | | | | | | | |
| **Part III: Completed by the Concerned Chairman/ Director, ELC** | | | | | | | | | | | | | |
| **Chairman Justification:** | | | | | |  | | | | | | | |
|  | | | | | | | |
| Signature: ……………………………………………………...…………… Date: ……………..………………… | | | | | | | |
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| **Part IV: Completed by the JIC Deputy, Education & Training Affairs OR Chairman** | | | | | | | | | | | | | |
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|  |  | **The Justification is Accepted** | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  |  | **Rejected and the Following Disciplinary Action Should Be Taken:** | | | | | | | | | | | |
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|  | |  | **Reminder** | | | | | | | | | |  |
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|  | |  | **Verbal Warning** | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | |  | **Letter of Advice** | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | |  | **Deficiency Report** | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | |  | **Warning Letter** | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | |  | **Cancellation of Prep. Hours** | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | |  | **Others:** | |  | | | | | | | |  |
|  | | | | | (Please state) | | | | | | | |  |

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| **Part V: The Approvals** |
| 1. **For All Faculty Members & Admin Staff:**   JIC Deputy, Education & Training Affairs:  **Signature:** ……………………………………………………………. **Date:** …………………………………………………………….   1. **For Chairmen/Directors:**   Managing Director:  **Signature:** ……………………………………………………………. **Date:** ……………………………………………………………. |

cc: Managing Director

Dept. Chairman

File