

MEMORANDUM

To: All Workforce Division Team and Members

From: Karlo Angelo S. Ocampo, CHRA, Customer Care Strategist

Date: May 9, 2025

Subject: Mandatory Use of Incident Report Form via Online Submission

Dear Team,

Please be informed that starting today, all workplace-related incidents must be documented using our official Incident Report Form, now accessible through this online submission link:

👉 <https://forms.clickup.com/25781067/f/rjrub-58238/LJHV5SLFJP5XVEU87E>

This form covers the following incident types:

- Accidents or injuries
- Property damage
- Major or grave employee offenses
- Customer complaints or grievances

📌 Guidelines for Use:

- Submit the form within 24 hours of the incident.
- Fill out all required fields clearly and completely.
- Attach any supporting evidence or photos if applicable.

All submissions will be reviewed and managed by the Customer Care Team of the Workforce Division, who will coordinate any investigations and actions needed.

Let us continue to uphold a culture of accountability, safety, and integrity across all our operations. Your compliance is crucial.

For questions, you may contact: hello@expedise.ph

Best regards,

Karlo Angelo S. Ocampo, CHRA

Customer Care Strategist

Expedise Warehouse Management and Workforce Solutions Inc.

