



RECOMMENDATION FORM	
NAME:	Duque, Ruby Amor A.
EN No.:	EN169-1252
VIOLATION:	Missing punch tape
SUSPENSION DATE:	April 13 - 14, 2021
RETURN DATE:	April 15, 2021
RETURN SHIFT:	DS
SHIFT/SCHEDULE:	
PD/LINE:	Suzuki Final (QA)
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpapalig sa suspension kuanan ang ID sa Coordinator bago mag-Start	




Date: February 11, 2021

To: Duque, Ruby Amor A.
 EN No.: EN169-1252
 No. of Offense: 1st

Based on incident reported on February 8, 2021. You hereby allegedly violated 3.2.14 Not following Company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.
 In line with the violation, this memorandum will serve as your:

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input checked="" type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you.

RECEIVED BY:	NOTED BY:	APPROVED BY:
		
EMPLOYEE	PROJECT SUPERVISOR	SENIOR PROJECT SUPERVISOR
DATE	DATE	DATE

NOTICE TO EXPLAIN

DATE:

PROJECT: FURUKAWA

FURUKAWA

EMP NAME:

DUAPE RUB-1 AMOR A

EMP NO: EN69-1252

EN69-145-2

DEPT: ② 6 / 2102

POSITION:

SUPERIOR:

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source General Solutions Inc. Code of Discipline; see attached Incident Report (HRF005-00).

[Cite Code of Discipline provision here]

3.2.14 Not following company standards, operating procedures, work instruction and practices which may on _____ or may not result to damaged of company property

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3-2-14	1st	3-day suspension

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation :

[illegible]

Note: You may use an extra sheet as needed. *data: rates not quite inspect*

Employee Signature and Date

(To be filled up by One Source HR only.)

Superior's Recommendation :

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the 3-2.14 provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

☐ Written Warning

☐ 15-day Suspension and Warning of☐ For Records Only☐ 3-day Suspension☐ Dismissal☐ 10-day Suspension

For Further Investigation

Noted by:

Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

1. Proper way for erasures

12335 Cor 2 lines

2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)



DATE	02/16/21	
NAME	DIABE, RUBEN AMOR A.	
CATEGORY/AGENCY	CRESOURCE	ID NUMBER: ENCL-1252
LINE NUMBER and SHIFT	5102 A	
DATE HIRED	AUGUST 14, 2010	
PROCESS	QUALITY ASSURANCE	
VIOLATION/DEFECT	MISSING DATED TAPE (Q.A.)	

Una po di po ako nagbabaril ng nameplate hinaayaan kung barilin ng kung sino mang may access sa scanner na mag baril. After kung mag-prepare ng polycard para sa actual harness dumidirekto na ako sa inspection. Di ako sumusunod sa SOP na barcode first before inspection. Di ko napansin na missing ang pass tape ng daily master sample dahil hindi ako nag point to point o nagcompare ng nameplate at pass tape ng daily versus actual, nakafocus lang ako sa actual.

Remarks: Base on handbook C. offense against work/business standard
* Non-compliance or failure to follow the standard operational procedure in inspecting the product.

For DA due to major outflow on FALP Dock Audit Claims

Date defect outflow: Jan. 12, 2021

7. L. of INOAWA (Ga. SV) 2/10

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Sign of Employee

ISSUED BY:

Jr. Staff

CHECKED BY:

Staff

VERIFIED BY:

Supervisor

