



Date: Oct. 07, 2019

To: Perez, Katileen

EN No. : EN69-1223

No. of Offense: 1st offense

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on Sept 06, 2019. You hereby allegedly violated:

One Source Code of Discipline Section 3.2. Use of Company Property

(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 checked="" type="checkbox"/> 1-day Suspension | <input type="checkbox"/> 15-days Suspension |
| <input checked="" type="checkbox"/> 2-days Suspension | <input type="checkbox"/> 30-days Suspension |
| <input 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

Best Regards,

Joe Alteche
JOE ALTECHE
PROJECT SUPERVISOR

Received By:

Katileen D. Perez
KATIEEN D. PEREZ
SIGNATURE OVER PRINTED NAME

| RECOMMENDATION FORM | |
|--|--|
| NAME: <i>7109</i> KATIEEN D. PEREZ | <i>[Signature]</i> Employee Signature |
| EN No.: EN69-1223 | |
| LOCATION: Un-Authorized Person | <i>[Signature]</i> Immediate Supervisor |
| SUSPENSION DATE: 10-14-19 | |
| RETURN DATE: 12-17-19 | <i>[Signature]</i> Client Manager |
| SHIFT/SCHEDULE: Shift B | |
| Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am/8pm | |

GENERAL SOLUTIONS INC.
Local Service Contractors, Inc. (PALSCON)

Blk.1 Lot25 Grand Riverstone Village, Brgy. Dita, Sta. Rosa City, Laguna



NOTICE TO EXPLAIN

DATE: 11-14-19
EMP NAME: PEREZ KATHLEEN D.
POSITION: ASSOCIATE

PROJECT: _____
EMP NO: _____ DEPT: 9109
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 Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

on [date/time] at [location, if applicable].

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 |
|------------------|--|--|
| 1st offense | SOP - production | 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 :

Hindi ko arisap nang time na ym na bawal gumawa ng hindi certified
sa process - Hindi ko na usapin na mag gumanap ng certification budge.

Note: You may use an extra sheet as needed.


Employee Signature and Date

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

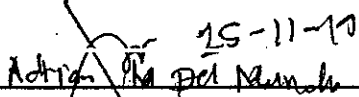
Superior's Recommendation :

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 _____ provision in the One Source Code of Discipline:

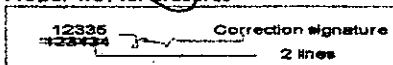
For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

Noted by: _____
Manager, HR & Admin. Department

15-11-19

Immediate Superior (Signature over Printed Name)

1. Proper way for erasures



2. Standard way of writing date.

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7ALP-1A-1709-1120

☒ AGENCY

Please Specify: One Source

| | |
|----------------------------------|--------------------------------|
| <u>J. MASOPOL</u> Audited By: | <u>G. Magadia</u> Noted By: |
|----------------------------------|--------------------------------|

Name: Perez, Kaitcen
Position: Associate
ID Number: ENCA-223
Batch No.: 278
Car Model/Line: Salvage / 7109

Process: Grommet
Group/Shift: DE/B
Date/ Time: Sept 06, 2019 / 09:40
No. of Offense: 1st Offense
Superior Name: A. Briones

Audit Findings: In-authorized person doing the process

Details: Doing grommet process without certification badge.

WRITTEN EXPLANATION

Hawala na ipig ko na bawal gumawa ng hindi certified hindi ko maulat
na pinero nga paka yan sa training room hindi ko na ulitin at ulitin pa
na man namanat without certification badge

Remarks/ Evaluation:

1 day suspension

| | | | | |
|---|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>[Signature]</u> Signature of Employee | <u>[Signature]</u> L. Manfres | <u>[Signature]</u> [Signature] | <u>[Signature]</u> [Signature] | <u>[Signature]</u> [Signature] |
|---|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|