

Date: February 15, 2020

To: Magana, Evelyn L.
 EN No.: EN69-0459
 No. of Offence: 1st offence

From: Human Resources and Administrative Dept.
 Re: As stated

Based on incident reported on January 22, 2020. 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.)

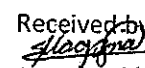
In line with the violation, this memorandum will serve as your

<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 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


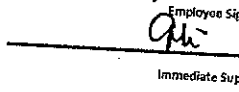
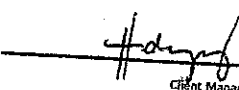
Best Regards,


 02-15-2020
PROJECT SUPERVISOR

Received by:

EVELYN L. MAGANA
 SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM

NAME: Magana Evelyn
 EN No.: EN69-0459
 VIOLATION: Un-authorized Repair
 SUSPENSION DATE: March 5, 2020
 RETURN DATE: March 6, 2020
 RETURN SHIFT: Day shift
 SHIFT/SCHEDULE: Shift-B
 PD/LINE: 7107


 Employee Signature

 Immediate Supervisor

 Client Manager

(ON)
 na
 Part- (0998) 977-4625

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

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP-1A-2001-0160

AGENCY

Please Specify: one source

<u>M. Casama</u> Audited By:	<u>J. Reyes/R. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Magadia, Evelyn
Position: Associate
ID Number: ENGA-0459
Batch No.: 268
Car Model/Line: Subaru 1709

Process: one source
Group/Shift: NS-B
Date/ Time: January 23, 2020 / 1:45
No. of Offense: 151
Superior Name: J. Mag Pantay

Non-compliance Reference/Document
Control Number:

FAIP-VII-OCA-1503
TREATMENT OF FOREIGN MATERIAL INSIDE
CONNECTOR

Details of Audit Findings:

un-authorized repair / hidden repair
associate caught blowing on conn. Y&H style LF241B, one to cannot pass on ECT process

WRITTEN EXPLANATION

Ipagpaumanhin niyo po aking ginawang pag hidden repair, sa kadahilanan ayaw po kasi mag pass sa ECT, neg-OK naman po kaso po hinanap ulit hanggang sa hindi na po mag OK tingnan ko po kung may foreign material ay wala naman po ako makita, para hinipan ko pa rin po baka kasi mag pass. Pasensya na po sa ginawa ko at sa hindi ko po pagsunod sa SOP, hindi ko na po ulitin at susunod na po ako sa SOP.

REMARKS/EVALUATION

☐ i-Alert written only

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

☐ Agency/FALP Written Only (based on handbook)

1 day pk stop, and lawsuit

<u>E. Magadia</u> Employee Date: <u>1-23-20</u>	<u>J. Mag Pantay</u> Jr Staff Date: <u>1-23-20</u>	<u>J. Mag Pantay</u> Staff Date: <u>1/24/20</u>	<u>G. Magadia</u> Supervisor Date: <u>1/24</u>	<u>H. Magadia</u> Manager Date: <u>1/31</u>
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NOTICE TO EXPLAIN

DATE:

EMP NAME:

Magana, Evelyn

POSITION:

Associate

PROJECT:

Furukawa

EMP NO:

EN69-0459

DEPT:

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

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 :

Pasensiya na po kayo kung hinipan ko ang connector ayaw po kasi ito magpass sa EET wala naman po siyang foreign material ayaw lang po talaga magpass kaya hinipan ko po baka sakaling magpass. Hindi ko na po ulit gagawin iyon. Tatawag na lang po ako sa HR staff kapag ayaw po ulit magpass.

Note: You may use an extra sheet as needed.

[Signature] 02-17-20
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:

☐ Written Warning

☐ 15-day Suspension and Warning of

☐ For Records Only

☒ 5-day Suspension

☐ Dismissal

☐ Dismissal

☐ 10-day Suspension

☐ For Further Investigation

[Signature] 02-15-2020
Immediate Superior (Signature over Printed Name)

Noted by:

Manager, HR & Admin. Department

1. Proper way for erasures

12335
Correction signature
2 lines

2. Standard way of writing date.

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