



Date: February 15, 2020

To: Fernandez, Chennie Lyn P.

EN No.: EN69-0153

No. of Offence: 1<sup>st</sup> offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on January 30, 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 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,

*[Signature]*  
02-15-2020  
PROJECT SUPERVISOR

Received by:

*[Signature]*  
Chennie Lyn P. Fernandez  
SIGNATURE OVER PRINTED NAME

**RECOMMENDATION FORM**

NAME:	Fernandez, Chennie Lyn P.
EN No.:	EN69-0153
VIOLATION:	Un-Authorized doing the process
SUSPENSION DATE:	Feb 17 - 19
RETURN DATE:	Feb 17
RETURN SHIFT:	Day - Shift
SHIFT/SCHEDULE:	Shift - B
PD/LINE:	7107

<i>[Signature]</i> Employee Signature
<i>[Signature]</i> Production Supervisor
<i>[Signature]</i> Production Manager

<i>[Signature]</i> Employee Signature	(X)
<i>[Signature]</i> Immediate Supervisor	1
<i>[Signature]</i> Client Manager	HR - (0008) 977-4625

# I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2001-03-22

☐ FAS

☒ AGENCY  
Please Specify: Car Source

Name: Fernandez Chinné LyD  
Position: Associate  
ID Number: FAIG-0153  
Batch No.: 262  
Car Model/Line: Subaru ECZ/207

Process: ON ECI  
Group/Shift: AK-9  
Date/Time: January 20, 2020/11:15  
No. of Offense: First offense  
Superior Name: G. Perillo

Non-compliance Reference/Document  
Control Number:

FAIP-2016-04-14  
Memorandum for Major Non-Compliance

Details of Audit Findings: Unauthorized person using the process  
Doing option taping on ECI process even not certified

## WRITTEN EXPLANATION

Nakita po ako ng I-alert na nag option taping, pero di po ako certified sa process na iyo.  
Naka po kami kaming nag option taping na certified dapat kaya ako na po ang gumamit ng di ako  
certified. Magkaroon tina na po kami kami taping maghinalay pa. Maglambakan po kami tapes  
naka narin po magcert na ngayon, magpapatagat na po kami pero magcertified kaya lang eh  
hindi kami certified sa process ngayon, magpapatagat na po kami pero magcertified kaya lang eh  
naka parin po. Muli to po e ginawa to parin mag process kani alam lang hindi ako certified.

Why? This is included on the memo.

## REMARKS/EVALUATION

<input type="checkbox"/> I-Alert written only	<input checked="" type="checkbox"/> Agency/FAIP Written Only (based on handbook)		
<input type="checkbox"/> Need days suspension based from handbook & Memo for Major Non-compliance.			
Employee <u>Chinné LyD</u> Date: <u>20-01-20</u>	J. Siam Date: <u>02-05-20</u>	E. Siam Staff Date: <u>22-05-20</u>	Supervisor Date: <u>10-05-20</u>
			Manager Date: <u>1/7</u>



me

# NOTICE TO EXPLAIN

DATE:

EMP NAME:

Fernandez, Chennie Lyn P.

POSITION:

Associate

PROJECT:

Furukawa

EMP NO:

EN69-0153

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]

January 10, 2020  
on [date/time] at [location, if applicable].

Not following company standard  
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	First	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:

Nakita po ako ng balat sa ginagyan sa kung process na hindi ako certified, Wala po  
laging ibang picking gumagana sa iminacan sa kung po sa pamamagitan kani kaysa ako  
na po ang gumagana kani po sa kung kung gumagana sa hindi ako certified ako, nangyari  
nako po ita para sa certification to don kaysa kung nakita po bago dumating kaysa  
Wala po akong choice.

Note: You may use an extra sheet as needed.

01-15-20  
Employee signature and date

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

## Superior's Recommendation:

As your immediate superior I am putting you on notice that after a thorough investigation, presented evidence, and statements made during  
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

☒ 30-day Suspension

☐ Dismissal

☐ 30-day Suspension

☐ For further investigation

01-15-2020  
Immediate Superior (Signature over Printed Name)

Noted by: [Signature]  
Manager, HR & Admin. Department

## 1. Proper way for erasures

12345  
123456  
Correction signature  
2 lines

## 2. Standard way of writing date.

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