

Date: February 15, 2020

To: Regidor, Jessa A.  
EN No.: EN69-0904  
No. of Offence: 1<sup>st</sup> offence

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

Based on incident reported on January 28, 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,

*W* 02-15-2020  
PROJECT SUPERVISOR

Received by

*Jessa A. Regidor*  
JESSA REGIDOR  
SIGNATURE OVER PRINTED NAME

**RECOMMENDATION FORM**

NAME: Regidor, Jessa  
EN No.: EN69-0904  
VIOLATION: Un-authorized doing the process  
SUSPENSION DATE: March 5, 2020  
RETURN DATE: March 7, 2020  
RETURN SHIFT: Day Shift  
SHIFT/SCHEDULE: Shift - B  
PD/LINE: 7102

*Jessa A. Regidor*  
Employee Signature  
*[Signature]*  
Immediate Supervisor  
*[Signature]*  
Chief Manager

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

(ON)  
la  
art- (0998) 977-4625

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-7A-2001-0280

## AGENCY

Please Specify: PORT ONE GARAGE

<u>W. Casama</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: REGIDOR, JESSA  
Position: ASSOCIATE  
ID Number: EN07-6904  
Batch No.: 273  
Car Model/Line: SUPERU 6C7/7102

Process: PARTS DISTRIBUTION  
Group/Shift: DELB  
Date/ Time: JANUARY 28, 2020/03:10  
No. of Offense: 1ST OFFENSE  
Superior Name: J PALMA

Non-compliance Reference/Document  
Control Number:

FALP - 2018-01-10  
Memorandum for Major Non-compliance

### Details of Audit Findings: NOT following SOP/Un-authorized person doing the process

Doing setting of parts certified only on tapping process

### WRITTEN EXPLANATION

Nio po si Jessa Regidor (Asst.) ay nag-audit ng I-alert na magpaparts sa kadohilan ng pa nag waiting  
ako dahil sa tigil po ang lines, sa ginawa ko po kabit na alam ko di po ako certified ay  
magsubok po ako at nahuli ako ng I-alert.  
Hindi na po ako magpaparts sa unit. Sama po ay mawawalan ng  
Salamat po.

why? - this is included on the memo.

### REMARKS/ EVALUATION

- ☐ i-Alert written only  
☒ Agency/FALP Written Only(based on handbook)  
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Reson</u> Employee Date: <u>1-28-2020</u>	<u>CASTRO, POLYCEL</u> Jr Staff Date: <u>01-30-2020</u>	<u>24/20</u> Staff Date: <u>01-30-2020</u>	<u>Castro</u> Supervisor Date: _____	<u>Harvey</u> Manager Date: <u>2/7</u>
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# NOTICE TO EXPLAIN

DATE: \_\_\_\_\_ PROJECT: Furukawa  
 EMP NAME: Regidor, Jessa EMP NO: EN69-0904 DEPT: \_\_\_\_\_  
 POSITION: Associate 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 :

Ako po si Jessa Regidor (CEO) ay na-audit ng I-tern na nagpaparts sa kadahilananong po nag-waiting ako dahil sa tight ang line, sa ginawa ko po kahit na alam ko di po ako certified ay nagsubok po ako at nahuli ng 3-alert. Hindi na po ako magpaparts sa ulitin - cana po daw mawalaan ninyo.

Note: You may use an extra sheet as needed.

Regidor  
 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: 02-75-nono  
 Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

## 1. Proper way for erasures

12335  
 Correction signature  
 2 lines

## 2. Standard way of writing date.

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