



Date: August 10, 2020
 To: Fondevilla, Pamela F.
 EN No. : EN69-1231
 No. of Offense : 1ST OFFENSE

RECOMMENDATION FORM	
NAME:	Fondevilla, Pamela
EN No. :	EN69-1231
VIOLATION:	Advance Suspension
SUSPENSION DATE:	Sep. 15, 2020
RETURN DATE:	Sep. 16, 2020
RETURN SHIFT:	Dayshift
SHIFT/SCHEDULE:	Shift A
PD/LINE:	5127
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok palin sa suspension kabanig ang ID sa Coordinator bago magsam.	
<div style="display: flex; justify-content: space-between;"> <div> Production Supervisor </div> <div> KATHERINE O. CABRERA Production Manager </div> </div>	

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

3.2 Use of Company Property

Based on incident report last July 24, 2020. 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 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,

PROJECT SUPERVISOR

For suspension use only
 Date of Start of Suspension:

Received By

 Pamela Fondevilla
 SIGNATURE OVER PRINTED NAME

ONE SOURCE GENERAL SOLUTIONS INC.

Member: Philippine Association of Local Service Contractors, Inc. (PALSCON)

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

Contact Nos.: HR- (049) 576-7028; Acctg.- (049) 576-7029; Globe- (0917) 551-5946; Smart- (0998) 977-4625
www.onesourceemsgs.com

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-18-2007-1533

AGENCY

Please Specify: Dreawrice

<u>T. K. Legness</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Employee: Pamela Fondevilla
Position: Associate
ID Number: EN69-1231
Batch No.: 278
Car Model/Line: SUZUKI VXR/S123

Process: sub-assembly process
Group/Shift: NSIS
Date/Time: July 24 2020 / 7:25
No. of Offense: 1st offense
Superior Name: P. Sanchez

Non-compliance Reference/Document Control Number:
FAIP-W1-PRD-SA-043
Sub Assembly Process

Details of Audit Findings:

Not following sup. Associate conduct advance insertion on connector
DSY Line 2-10F during process with color w/ not B.I.

WRITTEN EXPLANATION

Ako po si Pamela Fondevilla nahuli po akong nag advance insertion
dahil po delay na po kami iniahon ko po ang lay out.
Hindi ko na po uulitin ang pag aadvance insertion.

REMARKS/ EVALUATION

- ☐ I-Alert written only
☒ Need day's suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>07/28</u>	<u>[Signature]</u> Jr Staff Date: <u>7-28-20</u>	<u>[Signature]</u> Staff Date: <u>7/28/20</u>	<u>[Signature]</u> Supervisor Date: <u> </u>	<u>[Signature]</u> Manager Date: <u>7/28/20</u>
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One Source
GENERAL SOLUTIONS INC.

NOTICE TO EXPLAIN

DATE: 08-13-2010

EMP NAME: Pamela, Fondevilla

POSITION:

PROJECT: FAS

EMP NO: ENG-1231

DEPT: Suzuki

SUPERIOR: Mr. Hernandez

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]

07-24-10 / Fas Production Line 547

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

Not following Company Standards

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
3.2.4	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:

Ako po si Pamela Fondevilla nahuli po akong nag advance insertion dahil po delay na po kami. Iniahan ko po ang lay out. Hindi ko na po ulitin ang pag advance insertion.

Note: You may use an extra sheet as needed.

PAMELA FONDEVILLA
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 3.2.4 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

☒ 1-day Suspension

☐ 10-day Suspension

☐ 15-day Suspension and Warning of

☐ Dismissal

☐ Dismissal

☐ For Further Investigation

☐ For Records Only

Albert Peracullo
Immediate Superior (Signature over Printed Name)

Noted by:

Manager, HR & Admin. Department

1. Proper way for erasures

12335
123456 Correction signature
2 lines

2. Standard way of writing date.

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