

Date: December 17, 2019

To: Manalo, Marinel F.

EN No.: EN69-0617

No. of Offence: 1st offence

From: **Human Resources and Administrative Dept.**

Re: **As stated**

Based on incident reported on November 28, 2019. You hereby allegedly violated:

One Source Code of Discipline Section:


3.2. Use of Company Property (3.2.15 Failure to follow standard operational procedure in inspecting the product.)

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


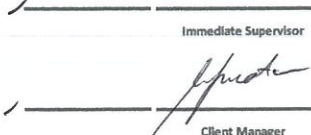

Best Regards,

 17-12-19
PROJECT SUPERVISOR

Received by:


SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME:	Manalo, Marinel F.
EN No.:	EN69-0617
VIOLATION:	Not Following SOP
SUSPENSION DATE:	Feb 5 & 6, 2020
RETURN DATE:	Feb 7, 2020
RETURN SHIFT:	Day Shift
SHIFT/SCHEDULE:	B
PD/LINE:	5128
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhan in ang ID sa Coordinator bago mag 8am	

Employee Signature: 
Immediate Supervisor: 
Client Manager: 

(98)977-4625

NOTICE TO EXPLAIN

DATE: Manalo Marinel F.
EMP NAME: 12/18/19
POSITION: Associate

PROJECT: FAS
EMP NO: ENG-0017 DEPT: DD4
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
		12 day 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 :

✓ Mag bebreaktime na po nun. Kala ko po e nalagyan ko na nang pen mark.

Note: You may use an extra sheet as needed.

✓ Marinel
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:

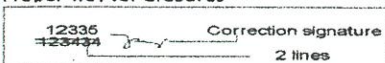
For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- | | | |
|--|---|---|
| <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"/> 7-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

17-12-19
Immediate Superior (Signature over Printed Name)

Noted by: _____
Manager, HR & Admin. Department

1. Proper way for erasures


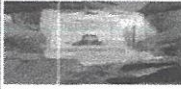


2. Standard way of writing date.

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

COMPLIANCE AUDIT REPORT
(DS - Gold Adriano)

Date: November 28, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
3	11/28 DS	Suzuki line 5128			Found inconsistent pen mark on passed tape after Dimension 2 harness after Ect found no pen mark-not follow sop in inspection	NG	Advised staff to check and to remind inspector to follow sop inspection	5S	Marinel Manalo-One Source 	Lea Lumayag	Suzuki	Ma'am Kath	For monitoring