

NS



RECOMMENDATION FORM

NAME:	Dabocol, Jeffrey	Employee Signature
EN No. :	EN69-2110	
VIOLATION:		
SUSPENSION DATE:	August 17 - August 18	Production Supervisor
RETURN DATE:	August 19	
RETURN SHIFT:	Day shift	
SHIFT/SCHEDULE:	Shift -A	KATHERINE O. CARRER
PD/LINE:	5120	Production Manager
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kubarin ang ID sa Coordinator bago mag 8am.		

Date: June 1, 2020

To: Dabocol Jeffrey R.

EN No: EN69-2110

No. of Offence:

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on June 1, 2020. You hereby allegedly violated:

1.1. 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,

PROJECT SUPERVISOR

Received by:

SIGNATURE OVER PRINTED NAME

ONE SOURCE GENERAL SOLUTIONS INC.

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

Blk. 1 Lot 25 Grand Riverstone Village, Brgy. Dina, Sta. Rosa City, Laguna



NOTICE TO EXPLAIN

DATE: 16/01/20
EMP NAME: Jeffrey D. Daboud
POSITION: Associate

PROJECT: _____
EMP NO: 2EN69-2110 DEPT: Production
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 Jeffrey Daboud Subassy ng sila ay nahuling Alert na
nag advance insertion pag pamarhi ng po ang ating pag advance
insertion, kaya kelang pagana un ay dahil ako naitalpit sa upang nakapalabas
ay harvestan layout Ako po ay nangangata ng hindi na maki sa ating
gumawang pag advance insertion

Note: You may use an extra sheet as needed.

Jeffrey D. Daboud
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 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:

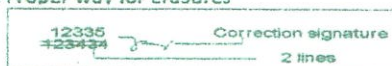
- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 2-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

Jeffrey D. Daboud
JDEY ALTECHE

Immediate Superior (Signature over Printed Name)

Noted by: 08-03-2020
Manager, HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2006-1115

☐ FAS

☐ AGENCY

Please Specify: One Source

<u>Arturo</u> Audited By:	<u>U. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Dabacal, Jeffrey
Position: Associate
ID Number: EN09-2110
Batch No.: 20
Car Model/Line: Guzuki 100 JRD

Process: Sub Assy
Group/Shift: DS-A
Date/ Time: May 25, 2020 / 10:15
No. of Offense: 1st
Superior Name: R. Marasigan

Non-compliance Reference/Document
Control Number:
FALP-11-PRP-1A-043

Details of Audit Findings:

Not following SOP
conduct advance insertion during enroute DS-A on com LEM 12E-1 new color SB

WRITTEN EXPLANATION

Ma'am/ sir

Ako po si Jeffrey Dabacal, Sub Assy ng 51202 ay naka-assign ng Alert na nag-aadvance insertion. Inaapangin ko na hindi dapat mag-aadvance insertion kung kaya kalamang po magawa ng bagong date. Ako ay naghalapit at dahil po sa kagustuhan kong maglabas ng paglalagay ako ay nag-aadvance. Ako po ay nangyayakong hindi maghalapit ang ating ginawang pag-aadvance insertion.

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>Dabacal</u> Employee Date: <u>06/08/20</u>	<u>R. Marasigan</u> Jr Staff Date: <u>6/8/2020</u>	<u>1/21/20</u> Staff Date: <u>6-8-2020</u>	<u>S. Hernandez</u> Supervisor Date: <u>6-9-2020</u>	<u>G. Magadia</u> Manager Date: <u>06-11-2020</u>
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