

RECOMMENDATION FORM

Date: September 11, 2020

To: Dejos Angeles, Rommel
EN No.: EN69-2579
No. of Offence: 2nd

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

1.1. Based on incident reported on August 11, 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 checked="" 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



HAZEL PATRICIA OLIVER
PROJECT SUPERVISOR

Best Regards,

NAME: Dejos Angeles, Rommel 


EMPLOYEE NO.: EN69-2579 EMPLOYEE SIGN: _____

VIOLATION: NOT FOLLOWING SOP

SUSPENSION DATE: NOV. 25 - NOV. 27 

RETURN DATE: NOV. 28 PRODUCTION SUP _____

RETURN SHIFT: DS

SHIFT/SCHEDULE: DS 

PD/ LINE: PD5 PRODUCTION M/ _____


Rommel Dejos Angeles
SIGNATURE OVER PRINTED NAME

Received by:

NOTICE TO EXPLAIN

DATE: 10-7-20 PROJECT: FURUKAWA
 EMP NAME: ENG 9-2579 - Rommel Delos Angeles EMP NO: ENG 92579 DEPT: JDS Horda
 POSITION: SUB - ASSY 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 General Solutions Inc. Code of Discipline; see attached Incident Report (HRF005-00).

[Cite Code of Discipline provision here]

August 11, 2020

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

NOT following company standards, operating procedures, work instruction & practices
 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
<u>3.2.14</u>	<u>2nd</u>	<u>suspension</u>

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 :

nalilito po ako sa joint wire kaya naisipan
(kung i advance it down po na tartangle
lagi pang di ako malito pang na advance
ko mo ito

Note: You may use an extra sheet as needed.

Rommel Delos Angeles
 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 3.2.14 provision in the One Source Code of Discipline:

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

- | | | |
|--|---|---|
| <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 | |

Hazel Bianca Ozan
 Immediate Superior (Signature over Printed Name)

Noted by: _____
 Manager, HR & Admin. Department

1. Proper way for erasures

12335
 123434 Correction signature
 2 lines

2. Standard way of writing date.

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1B-2008-1716

AGENCY

Please Specify: DRS SOURCE

<u>M. Potocito</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Rommel Delos Angeles Process: Sub-assembly Process
 Position: Associate Group/Shift: Ns/p
 ID Number: ENG9-2579 Date/Time: August 11, 2020 / 11:25
 Batch No.: 306 No. of Offense: 1st Offense
 Car Model/Line: Honda old 311w Superior Name: V. Arada

Non-compliance Reference/Document Control Number:

FALP-WI-PROD-CP-043

sub-assembly process

Details of Audit Findings:

Connection - 1SN - LIF W/ 2 wires affected - associate conduct advance insertion on

WRITTEN EXPLANATION

ako po si Rommel Delos Angeles ay nag advance insertion
 dahil an po para ako mangansin na nakita ako ng eye
 alert madalas po kase natatagpuan sa akin yung joint
 kaya na advance ko po ito
 si si Kapitan ko po na sumunt sa pattern na nakabay
 sa pg upang hindi na maulit ang aking
 pag kakamali

REMARKS/ EVALUATION

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

<u>B</u> Employee Date: <u>8/17/20</u>	<u>JH</u> Jr Staff Date: <u>8/18/20</u>	<u>JH</u> Staff Date: <u>8/18/20</u>	<u>P. P. P.</u> Supervisor Date: <u>8/18/20</u>	<u>JH</u> Manager Date: <u>8/18/20</u>
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