



Date: Nov. 16, 2019

To: Romero, Sonia A.

EN No. : EN69-0578

No. of Offense: 1st offense

From: Human Resources and Administrative Dept.

Re: As stated

3.2. Use of Company Property

Based on incident report last October 15, 2019. 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 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,

JOEY S. ALTECHE
PROJECT SUPERVISOR

Received By:

SONIA A. ROMERO
SIGNATURE OVER PRINTED NAME

RECOMMENDATION:

Please issue date of suspension

Nov - 28 2019

826/11-20

UPERVISOR

826/11-23

NOTICE TO EXPLAIN

DATE: 11-18-19
 EMP NAME: SONIA A. ROMERO
 POSITION: ASSOCIATE

PROJECT: _____
 EMP NO: EN69-0578 DEPT: _____
 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
3.2.19	1st offense	2 days 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 SONIA A. ROMERO NG MAEDA Merge line 1121 of nakagawa po ng paglabag sa SOP ng kompanya kung saan ako at ang aking partner ay nag-advanced inaction gawa po ng aking pagmamatahi dahil po sa Delayed na po kami pagpapamaliin nyo po ang aking pagawa, hindi na po mamalit.

Note: You may use an extra sheet as needed.

Sonia A. Romero 11/18/19
 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:

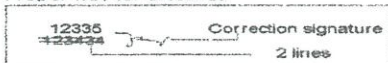
- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

JOEY RUTCHIE

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)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP 1A-1910-1786

☒ AGENCY

Please Specify: EXESOURCE

<u>J. Tienzen</u> D. Tienzen	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: SONIA ROMERO
Position: ASSOCIATE
ID Number: ENG9058
Batch No.: 269
Car Model/Line: MAZDA / 1121

Process: SUB-ASSEMBLY PROCESS
Group/Shift: DS1A
Date/ Time: OCTOBER 15, 2019 / 3:40
No. of Offense: 1ST OFFENSE
Superior Name: SCARPO

Audit Findings: NOT FOLLOWING STOP - CALL - WAIT
Details:

CONTINUE the process even she encountered R-Pull on sub-assy process

WRITTEN EXPLANATION

Ako po si SONIA A. ROMERO ng MAZDA Merge Line 1121/A ay nakagawa po ng paglabag sa SOP ng kompanya kung saan ako po ay nagadvanced insertion. Gawa po ng aling pagmamadali ng aling panhu ng mga oras na 1-2m kung kayat maintert na po dahil sa mga lalok na chikawan ore na kung saan ay hindi po dapat. Alam ko po na kapakaitirap sa ko pang associate ng mga oras na 1-2m pagpamamuhin nyo po ang aling pagmamadali. Ito po ay nagkailang nal po sa alam at alin po itong pakakabalan na lagi pang sumungat sa SOP.

Remarks/ Evaluation:

Issue penalty based on FMP Handbooks

<u>Sofia</u> Signature of Employee Date: 10/18/19	<u>WONDE CHAU</u> Jr Staff Date: 10/18/19	<u>Scarpone</u> Staff Date: 10/18/19	<u>M. V. Villegas</u> Supervisor Date: 10/18/19	<u>O. Villegas</u> Manager Date: 10/18/19
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