



Date: 1-24-21

To: Jessabel F. Mendoza

EN No.: EN69-3842

No. of Offence: 1st

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

Re: **As stated**

Based on incident reported on Jan. 22, 2021

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 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 checked="" 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,

Albert Peracullo
PROJECT SUPERVISOR

Received by:

Jessabel F. Mendoza
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME:	<u>Jessabel F. Mendoza</u>
EN No.:	<u>EN69-3842</u>
VIOLATION:	<u>Use of Company Property</u>
SUSPENSION DATE:	<u>Feb 2 - 6 - 2021</u>
RETURN DATE:	<u>Feb. 8, 2021</u>
RETURN SHIFT:	<u>DS</u>
SHIFT/SCHEDULE:	<u>NS</u>
PD/LINE:	<u>7017</u>
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag-isa	
Employee Signature	
Production Supervisor	
Production Manager	

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.onesourcemsgs.com



NOTICE TO EXPLAIN

DATE:

PROJECT: FURUKAWA

EMP NAME:

Jasabel F. Mendoza

EMP NO:

EN69-3842

DEPT: PD2-04

POSITION:

BA

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]

n. 2.15 Failure to follow standard operational procedure in inspecting the product
on Jan 22, 2021

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
n. 2.15	1st offence	

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 :

Magandang araw po. Ako po si Jasabel F. Mendoza. Ako po ay nagtelahe ng hindi ko po proses. Pinatulong po ako kasi wala pong tauhan ang line, halos liban at naka quarantine po. Waiting po ako ng araw na yun. Pasensya na po. Hindi na po mauulit.

Note: You may use an extra sheet as needed.

J. Mendoza 1/30/21
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:

☐ Written Warning

☐ 15-day Suspension and Warning of

☐ For Records Only

☒ 5-day Suspension

☐ Dismissal

☐ Dismissal

☐ 10-day Suspension

☐ For Further Investigation

Albert Peraculito
Immediate Superior (Signature over Printed Name)

Noted by: Nyla D. Mapa
Manager, HR & Admin. Department

1. Proper way for
erasures



12335 123434
Cor. 2 lines

2. Standard way of writing date.

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

COMPLIANCE AUDIT REPORT
(NS-Gold Adriano)

Date: Jan.22-25,2021

Item #	Date / Shift	Process / Area	Location	Actual Image	Findings / Items for Improvement	OK / NG	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model / Department	Person Incharged	Status / Remarks
1	1/22/2021	Subaru line 7017			Unauthorized person doing the process ECT inspector doing taping	NG	Call the attention of junior staff and informed to check wrong doing of inspector and remind to follow work assign	SOP	Mendoza Jessabel Onesource 	Edith Olano	Subaru	Sir Jhe	For Monitoring