



Date: February 15, 2020

To: Punzalan, Kimberly S.
EN No.: EN69-1696
No. of Offence: 1st offence

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

Based on incident reported on February 3, 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 checked="" 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 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,

[Signature]
PROJECT SUPERVISOR

Received by:

[Signature]
Kimberly Punzalan
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME:	Punzalan, Kimberly S.
EN No.:	EN69-1696
VIOLATION:	S.O.P
SUSPENSION DATE:	March 9, 2020
RETURN DATE:	March 10, 2020
RETURN SHIFT:	Day Shift
SHIFT/SCHEDULE:	Shift - A
PD/LINE:	D123
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuanin ang ID sa Coordinator bago mag 8am	

[Signature]
Employee Signature
[Signature]
Immediate Supervisor
[Signature]
Client Manager

(ON)

a

art- (0998) 977-4625

I-ALERT WRITTEN EXPLANATION

Control No: FALP-18-2022-0343

FAS

AGENCY

Please Specify: one source

<i>[Signature]</i> D. [Name]	<i>[Signature]</i> J. Reyes/K. Hernandez	<i>[Signature]</i> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Punzalan, Kimberly
Position: Associate
ID Number: EN09-1694
Batch No.: 29a
Car Model/Line: Suavik 15123

Process: lay out
Group/Shift: NLN
Date/ Time: Feb. 9, 2020 / 2:45
No. of Offense: 1st
Superior Name: B. Aguda

Non-compliance Reference/Document
Control Number:

HRSA-2018-04-14
memorandum for major non-compliance
me wor: 12, 6/

Details of Audit Findings:

Non Compliance on IAlert Pull Method
did not conduct pulling of wire during process on conn. Section 28 152FL Gr me wor: 12, 6/

WRITTEN EXPLANATION

Ako po si Kimberly Punzalan ng 15123 in panel ay nahuli ng IAlert na hindi nagpupulling ng amon ko po na muna mag aron na yan ay hindi ako nagpupulling dahil sa nakatigil ang conveyor sinamantala kung gumagana ng mabagal at magsagawa ng alabang dahan na pag-iinsert na hindi nagpupull

Ako po ay humihingi ng dispensa sa aking nagawa at nangangailang hindi na mauulit ang aking gawag

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).

<i>[Signature]</i> Employee Date: <u>02/05/20</u>	<i>[Signature]</i> Jr Staff Date: <u>02/04/20</u>	<i>[Signature]</i> Staff Date: <u>04/2020</u>	<i>[Signature]</i> Supervisor Date: <u>2-4-2020</u>	<i>[Signature]</i> Manager Date: <u>02-07-2020</u>
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NOTICE TO EXPLAIN

DATE:

EMP NAME:

Punzalan, Kimberly

POSITION:

Associate

PROJECT:

Furukawa

EMP NO:

EN69-1696

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]

Feb. 3, 2020

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

Not following company standards, operating procedures, work instruction and practice which may or may not result to damage company property.

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3.2.14	1st offences	1 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 :

(Ako po si Kimberly Punzalan ng 19123) In panel ay nahuli ng talent na hindi nagpupull. Inaamin ko po mung mga error na yon ay hindi ako nagpupull dahil sa nakatigil ang conveyor niramanta kung gumawa ng mabagal at magagawa ng dalang dalang pag-inser na hindi nagpupull

Note: You may use an extra sheet as needed.

[Signature] 02/18/20
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 | |

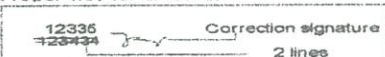
[Signature] on-15-2020

Immediate Superior (Signature over Printed Name)

Noted by:

[Signature]
Manager, HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

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