

Date: July 22, 2020

To: Palma, Willy E.

EN No. : EN69-2769

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 July 18, 2020. You hereby allegedly violated:

3.2.14 Not following company standards, operating procedures, work instruction and practices which may 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 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,

[Signature]
PROJECT SUPERVISOR

Received By:

W. Palma
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME: Palma, Willy E	<i>W. Palma</i> Employee Signature
EN No.: EN69-2769	<i>[Signature]</i> Production Supervisor
DATE: August 04-08, 2020	<i>[Signature]</i> Production Manager
SHIFT: Dayshift	
LINE: 3129	

aalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok
galing sa suspension kabanin ang ID sa Coordinator bago magsama

GENERAL SOLUTIONS INC.
Service Contractors, Inc. (PALSCON)
Barangay, Dita, Sta. Rosa City, Laguna

NOTICE TO EXPLAIN

DATE:

EMP NAME:

Palma Willy E.

POSITION:

PROJECT:

EMP NO:

EM9-2169

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

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 Willy Palma ako po ay sinuport sa Harda 2115 ngayon po nagkaroon po ako ng wrong insert ngayon po tinanggal po ito ng katabi kasi ram po madali lang daw po tanggapin tapos po nagkaroon po ako ng wrong insert ako naman po ang tinanggal pero naputol kapo ito sabi po nila magkaroon pa ram po ng posibleng trabaho kaya ko rin po nagawa iyon dahil naputol lang po ako sa katabi na nagtanggap po ng work kapo yon ngayon.

Note: You may use an extra sheet as needed.

W. Palma

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 Dismissal

☐

For Records Only

☐

5-day Suspension

☐

Dismissal

☐

10-day Suspension

☐

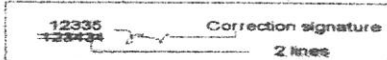
For Further Investigation

Noted by:

Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

1. Proper way for erasures



2. Standard way of writing date.

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

Ma'am

July 17, 2020

Good Day,

Kindly issue memorandum on below employee

Violation: Intentional pulling of wire resulted to cut wire due to encountered wrong insert

Name: Palma, Willy

Witness: Competente, Roselyn C.

Position: Associate

ID Number: EN69-2769

Car Model: Honda

Line: 3129

Group: A

Shift: NS

Date Encountered: July 18, 2020

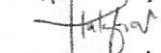
Time: 12:00

Superior Name: Ma. Bernadette Katigbak (Staff)

Investigation:

July 18, 2020 around 12:00~12:30 Mr. Willy Palma supported on line 3115, he encountered wrong insert on connector HSE/YSN-25F on product 32752 L3C5 BE/ 0.13.Ms. Competente saw Mr. Palma encounter again wrong insert, she attempts again to pull the wire but she can't pull the wire. Mr. Palma try to pull with force the affected shikakari result to cut the wire and the terminal left on connector. Based on interview, Palma do the illegal repair because she saw Ms. Competente do the same things.

Prepared By.



Ma. Bernadette Katigbak

PD5 Staff

Ako po si Willy Palma ng 3129
na akong suspect raw po sa pagtapon ng wire
sa cr pero hindi ko po alam kung bakit po
napasama akong wire po don... tapos sinuport po
ako sa Honda 3115 ako naman po ay nagkaroon
ng wrong insert pero sinabi ng kabibi ko na
madali lang daw tanggalin kaya tinanggal nya
po tapos po ng ~~pagtapon~~ pangalawang wrong insert
ako naman po ang tumanggal at naputol po yung
wire kung kaya napagaya lang po ako sa
kasamahan ko kaya ko po yan nagawa.

W-palma
Palma Willy E.