

Date: February 4, 2020

To: Santos, Marial N.

EN No.: EN69-0210

No. of Offense: 1st offense

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported last January 15, 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

() Written Warning	() 10-days Suspension
1-day Suspension	() 15-days Suspension
2-days Suspension	() 30-days Suspension
() 3-days Suspension	() Warning to Dismissal Depending to gravity of offense
() 5-days Suspension	() Dismissal Effective
() 7-days Suspension	() For record purposes only

For your reference. Thank you

Best Regards,

PROJECT SUPERVISOR

Received By:

Marial UN. Same SIGNATURE OVER PRINTED NAME

For Suspension use only Date of Start of Suspension:

	RECOMMENDATIO IN FORM
N IAME:	1 Maried N. Soutes
E M No. :	1 ENG9-0210 / Cnariol
/ IOLATION:	Un-Adhornized person doing the process Employee Signiture
USPENSION DATE:	March og non
ETURN DATE:	March 10, 2010
ETURN SHIFT:	Day Shift
HIFT/SCHEDULE:	SMIT -A HA
D/LINE:	7107
Paalala: Iwanan a	ng ID sa Coordinator bago ar ig suspension date at se i muling pagpasok galin g sa suspension kuhanii n ang ID

п- (0998) 977-4625

(N)

I-ALERT WRITTEN EXPLANATION

AGENCY Please Specify: One Source Name: Scantos, Marie Process: Position: Associati Group/Shift: Date/Time: January	FAS			Control No:	EALP-1A- 2001-0009
Position: Associate Date/Time: Da	AGENCY	Source			The second secon
Details of Audit Findings: Who authorized a subject to be a su	Position: Associate ID Number: ENG9-00 Batch No.: 200	110	Group/Shi Date/ Time: No. of Offens	ft: DS/A Jan 15,2020/64:15 se: 164 OFFENSE	
REMARKS/ EVALUATION I-Alert Explanation Only Agency/FALP Written Explanation Only (based from handbook) Need day/s suspension(based from Handbook & Memo for Major Non-Compliance) Agency/FALP Written Explanation Only (based from handbook) Signature of Employee Ir. Staff Staff Supervisor Supervisor Supervisor Supervisor Staff Supervisor S	Details of Audit Finding	s: un-authorized of	erson doing the	process.	
i-Alert Explanation Only Agency/FALP Written Explanation Only (based from handbook) Need day/s suspension(based from Handbook & Memo for Major Non-Compliance) June 1 Signature of Employee Ir. Staff Staff Date: 01/14/2020 Manager J	Leayo pa na	ng shika pha ma pang nosy	police po male namina male awal Jamy	mag lasz alb mga nasta porda M. harza tha	eh lalas ga Den Can ga God pag dies
Need day/s suspension(based from Handbook & Memo for Major Non-Compliance) Need day/s suspension(based from Handbook & Memo for Major Non-Compliance) Out O		• • •	REMARKS/ EVALUATION	V	
	Need day/s suspe	ension(based from Handb	E War (W. Staff	Non-Compliance)	Holy Manager 7

nen	NOTICE TO EXPLAIN				
DATE:	02-07-202		PROJECT:	PO SUBARU	
EMP NAME:	Marial N.	Santos	EMP NO:	ENGG-0210 DEPT: POS	
POSITION:	lay out		SUPERIOR:		
As your immediate superior the One Source Specialized S				allegedly violated the following provision in	
[Cite Code of Discipline provi					
on [date/time] at [location, if	f applicable].				
For this reason, One Source i	c considering the follo	wing distribution action again			
roi uns reason, one source i	s considering the rono	will discibinial A action again	nst you:		
Denvision /Dall		Ordinal No. of Offense	D:		
Provision/Poli	cy (w	vithin the prescriptive per	100)	inary Action Per Code of Discipline	
3.2.14	1	64 Offense	1 Day 8.	uspension	
		pang lay ach ingo Sr. stable of kakib di ala Cailayout pa ka	olabil pa B at expert po certified sa armi	sa Seulang Scami so Pao namin ay mga na ka. process et nangiadan	
		pang lay ach mgs Sr. stable of Reality Oli alo Calon Calongout pa ha	dobil po s at expert po eslificol sa ami	1 finales /02-7-20	
				4	
Note: You may use an extra shee	t as needed.	pang lay ach mga Sr. slabb a kahih di ala Cailayout pa ka		1 finales /02-7-20	
Vote: You may use an extra shee	t as needed.	(To be filled up by One Sou	rce HR only.)	/ finallel / 02-7-20 Employee Signature and Date	
Note: You may use an extra shee	t as needed.	(To be filled up by One Sou	urce HR only.)	I finalled 02-7-20 Employee Signature and Date	
Note: You may use an extra shee Superior's Recommendation To your immediate supervisor In writing, we find that you vice	en: I am putting you on n	(To be filled up by One Sou etice that after a thorough is	urce HR only.) nvestigation, presented n in the One Source Co	I finalled 02-7-20 Employee Signature and Date	
Superior's Recommendation Superior s Recomme	t as needed. I am putting you on no plated the	(To be filled up by One Sou ectice that after a thorough is provision	nvestigation, presented in the One Source Co nary action/sanction:	I finalled 02-7-20 Employee Signature and Date	
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Superior's Recommendation is your immediate supervisor in written warn written warn 5-day Suspen 10-day Suspen Immediate Superior (Signat Proper way for erasures	t as needed. I am putting you on not lated the	(To be filled up by One Source that after a thorough is provision on you the following discipling 15-day Suspension and Dismissal Dismissal For Further Inventig	nvestigation, presented in the One Source Conary action/sanction: and Warning of sation Noted by:	Employee Signature and Date devidence, and statements made by you add of Discipline: For Records Only	

P D/LINE:	7107	-	
Paalala: Iwanan ang ID	sa Coordinator bago ar ıg suspension date at sa ı mu	ling pagpasok galin	g sa suspension kuhanii n ang ID sa
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