

Date: February 15, 2020

To: Fernandez, Chennie Lyn P.
EN No.: EN69-0153
No. of Offence: ~~2~~ offence

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

Based on incident reported on February 7, 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 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,

Chennie Lyn P. Fernandez
PROJECT SUPERVISOR

Received by:

Chennie Lyn P. Fernandez
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM

NAME: Fernandez, Chennie Lyn P.
EN No.: EN69-0153
VIOLATION: Un-Authorized doing the process
SUSPENSION DATE: February 15-17
RETURN DATE: Feb 17
RETURN SHIFT: Day Shift
SHIFT/SCHEDULE: Shift B
PD/LINE: 7103
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok
galing sa suspension kuanin ang ID sa Coordinator bago mag 8pm

Chennie Lyn P. Fernandez
Employee Signature
Alvin
Production Supervisor
James
Production Manager

Chennie Lyn P. Fernandez
Employee Signature
Alvin
Immediate Supervisor
76 / 3-5
Client Manager
suspension kuanin ang ID sa
(ON)
n3
HRH- (0998) 977-4025

I-ALERT WRITTEN EXPLANATION

Control No: 9912-14-2002-0205

AGENCY

Please Specify: the source

<u>Johnnie W. Vintura</u>	<u>Joseph A. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: fernandez, Chennelyn
 Position: Asst. Sec.
 ID Number: 8469 0153
 Batch No.: 262
 Car Model/Line: Subaru 7007

Process: E.G.
 Group/Shift: 4:16
 Date/Time: Feb 7, 2016 / 2:16
 No. of Offense: 14
 Superior Name: C. Prieto

Non-compliance Reference/Document
 Control Number:

Penalty for Major NonCompliance
HRGA-2013-04-14

Details of Audit Findings: An authorized Person doing the process
doing option taping even no verification badge

WRITTEN EXPLANATION

Kapitan po ako ng I-Alert na nag-option taping, hindi po ako certified na process na ipon.
 Hindi po kami alam kung kumpleto na puwang gumana ng process dahil adaptasyon po ang Jr. Staff
 kami. Yung banda-gun naman po namin na certified na process naman eh delay sa po kaya hindi ko
 to matanggap. Kaya ako na po ang gumana kaili hindi ako certified. Iniusap ko po kani na
 matatambalan kami at nag-waiting ang banda na process.

REMARKS/ EVALUATION

☐ I-Alert written only
☒ Need day's suspension (based from handbook & Memo for Major Non-compliance)

Agency/FALP Written Only (based on handbook)

1 day suspension

<u>Chennelyn P. Fernandez</u> Employee Date: <u>30-02-07</u>	<u>G. Magadia</u> Jr Staff Date: <u>02-07-00</u>	<u>C. Prieto</u> Staff Date: <u>2-7-20</u>	<u>Supervisor</u> Date: <u>2-8-2016</u>	<u>Manager</u> Date: <u>2/10</u>
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RECEIVED

NOTICE TO EXPLAIN

DATE:

EMP NAME:

Fernandez, Chennie Lyn P.

PROJECT:

Furukawa

EMP NO:

EN69-0153

DEPT:

POSITION:

Associate

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].
to February 7, 2010

For this reason, One Source is considering the following disciplinary action against you:
Not following company standard and company procedures

Provision/Policy	Ultimate no. of offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3.12.14	2nd	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:

✓ Nakita po ulit ako ng talent na nag-ooption pero di ako certified. wala po tani along choice. Naka mag ibang company para gumana na tani nakaoption bali na staff namin. Naka po tani nakaoption kani at nagdown time kanya ng ibang po na ng ibang company na. Naka po na na staff namin na di ako certified din. kaya lang po direkt ng talent bali to na proses kyon.

Note: You may use an extra sheet as needed.

Signature 10-15-02
Employee signature and date

(To be filled up by One Source HR only.)

Superior's Recommendation:

As your immediate superior 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 3.12.14 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

☒ 3-day Suspension

☐ Dismissal

☐ Dismissal

☐ 10-day Suspension

☐ For Further Investigation

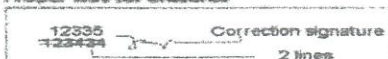
Noted by:

Signature

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)