

NOTICE TO EXPLAIN

DATE: September 23, 2020
 EMP NAME: Ronderilla, Pamela
 POSITION: _____

PROJECT: FURUKAWA
 EMP NO: ENG 9-1231 DEPT: PDA
 SUPERVISOR: _____

In your recent report of writing, you mentioned that based on your findings, you allegedly violated the following provision of the One Source General Solutions Inc. Code of Discipline; see attached Incident Report (HRF005-001).
 (Cite Code of Discipline provision here)

August 24, 2020
 (in italics) or (underline) if applicable
Not following company standards, operating procedure, work instruction and practices
 For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescribed period)	Disciplinary Action Per Code of Discipline
<u>B. 2-14</u>	<u>2nd</u>	<u>suspension</u>

Please submit this within ten (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:

Nalagyan ko po ng bilog na dapat ay x pero nasabi
na naman po yun dati ng aming jr. Staff, hindi pa
lang po nakakabit ng label

Note: You may use an extra sheet as needed.

[Signature] 09/23/2020
 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 B-2-14 provision in the One Source Code of Discipline.
 For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

<input checked="" type="checkbox"/> Written Warning	<input type="checkbox"/> 10-day Suspension and Warning of Discharge	<input type="checkbox"/> Not Recommended
<input type="checkbox"/> 3-day Suspension	<input type="checkbox"/> 30-day Suspension	

[Signature]
HAZEL RIVERA OLAN
 Immediate Supervisor (Signature over Printed Name)

Noted by: _____
 Manager HR & LHR Department

1. Proper use for groups _____
 2. Standard use of ending date _____
 ex. 2010-10 (year-month-day)

I-ALERT WRITTEN EXPLANATION

Control No: FALP-19-2008-2017

AGENCY
Please Specify: ONE SOURCE

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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on: Ferdinilla, Pamela Process: Solo-Atty
 mber: Associate Group/Shift: HL-B
 No.: ENR-1231 Date/Time: Aug 24, 2020 / 11:20
 No.: 278 No. of Offense: 1st
 Model/Line: 912961 Y2R / 5125 Superior Name: M. Nolasco

Non-compliance Reference/Document Control
Number:

FALP-WI-RPD-SA-243

Details of Audit Findings:

Not following SOP
complete picture attached but mark as OK on check sheet D-64 Terminal Guide when type of Construction
and PC control type PC-01.03 (for normal
sub) Only inspection record.

WRITTEN EXPLANATION

Nalagyan ko po ng bilog na dapat ay x pero
nasabi na roman po na hindi pa lang nakakabitin

REMARKS/ EVALUATION

i-Alert written only

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Agency/FALP Written Only(based on handbook)

Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>8-28-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8-27-20</u>	<u>[Signature]</u> Staff Date: <u>8/19/20</u>	<u>[Signature]</u> Supervisor Date: <u> </u>	<u>[Signature]</u> Manager Date: <u>8/28</u>
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