

Date: July 6, 2020

To: Baldovino, Lou-Anne C.

EN No.: EN69-0158

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on February 09, 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

Regulacion, Joan L.

Best Regards,

Purcho

FCT SUPERVISOR

Received by:

SIGNITURE OVER PRINTED NAME

ONE SOURCE GENERAL SOLUTIONS INC.

Member: Philippine Association of Local Service Comractors, Inc. (PALSCON)

Blk.1 Lot25 Grand Riverstone Village, Brgy, Dita, Sta. Rosa City, Laguna

Contact Nos.: HR- (049) 576-7028; Acetg..- (049) 576-7029; Globe- (0917) 551-5946; Smart- (0998) 977-4625 www.onesourcemsgs.com

I-ALERT WRITTEN EXPLANATION 038 Control No: pur u-2002-base AGENCY S. Jeles K. Hemandes Mease Specify: the Source MO G. Madadia Audited By: Name: Checked by: Baldanio, Lou Ann Process: Noted By: Partition on Pasition: becate Group/Shift: 116- 4 **JD Number** ENOM - prod Date/ Time: Non-compliance Reference/Document Traway 9, 2020 / 4-01 Batch No.: 25.4 Control Number No. of Offense: 154 Car Model/Line: Superior Name: 7. fampay 542 min / 5125 HACA-2010 - 00-14 Details of Audit Findings: Managethon 2 and Repair / Hidaon Conduct resting type dimonsum Balpovino. sa huns long ay nakaportion Stop. Call 801 i-Alen written only Agency/FALP Wilton Only(based on handbook) Need dayle suspension(based from handbook & Memo for Major Non-compliance). Lefallaguino Employee Date: 02-04-204 Jr Staff Supervisor 2020 WILLA Date: 02-04-20-20 Minnes

DATE  EMP No.  EMP No			NOTICE	TO EXPL	AIN
POSITION:  Sacialize Superior Code of Discipline; see attached Incident Report (HIRFOOD OD).  February 09, 2020 / FAS Production on ideatifying at Bearing, where the following provide the following provide code of Discipline; see attached Incident Report (HIRFOOD OD).  February 09, 2020 / FAS Production on ideatifying at Bearing, if applicable.  3.214 Not following omy standard, operating procedure, work instruction and practices which may or may not result to demage of company property.)  For this reason, One Source is considering the following disciplinary action against you:  Provision/Policy  Lesines who are of distances (within the precent/preception)  Provision/Policy  Lesines who are of distances (within the precent/preception)  The sees submit this within the (S) days upon excepts of this hotion of your written explanation, reasons, and justifications as to why the  Sees submit this within the (S) days upon excepts of this hotion of your written explanation, reasons, and justifications as to why the  Sees submit this within the (S) days upon excepts of this hotion of your written explanation, reasons, and justifications as to why the  Sees submit this within the (S) days upon excepts of this hotion of your written explanation, reasons, and justifications as to why the  Sees submit this within the (S) days upon excepts of this hotion of your written explanation, reasons, and justifications as to why the  Seeder days (S) of the part of the submit and the submit of the s	DATE:			and the real	
Associate Associate Associate As your immediate superior Lam our notice that based on preliminary investigations, you allegedly violated the following provision the One Source specialized Services inc. Code of Discipline; see attached Incident Report (HRF004-00).  [Cine Code of Discipline provision hare]  February 03, 2020 / FAS Production  Indistryfund at Boardine, Happlicately.  12-14 Not following company standards, specially procedures, such instruction and practices which may or may not result to damage of company property.)  For this reason, One Source is considering the following disciplineary action against you:  Provision/Policy  Leminal No. of circums  fertiting the procedure, special procedures, such instruction and practices which may or may not result to damage of company property.)  For this reason, One Source is considering the following disciplineary action against you:  Provision/Policy  Leminal No. of circums  fertition the prescriptive period  Disciplinary Action Per Code of Discipline  13-2.14  First Offence  Written warning  Agas beplace showed above should not be taken against you.  Alert daylif Go dis pa after authorized your written explanation, reasons, and justifications as to why the long-lineary action styled above should not be taken against you.  Alert daylif Go dis pa after authorized You program at readification repair adult to a daylif go sa a calcium of the against your part daylif go sa a readification of your program at readification repair and your double of your part of your p	EMP NAME:	Saldovin	2 LOSS America		FAS
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