



NOTICE TO EXPLAIN

EMPLOYEE NAME: BALUNTONG, KC

EMPLOYEE NUMBER: EN69-0067

DEPARTMENT: D01L (2125)

DATE: AUGUST 27, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 3.2 USE OF COMPANY PROPERTY; section 3.2.1; Unauthorized possession, use or lending company, equipment or materials.

VIOLATION COMMITTED: Appearance Operator caught on act unlocking the clamp using steel ruler **2 days suspension.**

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:


MAYCE ZABEL PEÑAFLOR

OSGS COORDINATOR

NOTED BY:



Mr. Ritchie Ferrer

OSGS SENIOR SUPERVISOR

EMPLOYEE'S EXPLANATION:


Ako po si Kc Baluntong ng line 2125. Ako po ay na-suspend ng 2 days sa kadahilangang ako'y na-audit dahil po sa pag-repair gamit ang steel ruler. Nung 1ka-agosto 27, 2019.

NOTE: You may use an extra sheet as needed


KC M. Baluntong

Employee's Signature Over Printed Name/Date

Received by:


MELODY D. UMALI

Signature Over Printed Name/Date



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALUNTONG, KC

EMPLOYEE NUMBER: EN69-0067

DEPARTMENT: D01L (2125)

DATE: AUGUST 27, 2019

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of One Source General Solution Employee Code of Conduct and Discipline Article 8. OFFENSES AGAINST PROPERTY; section 7; Unauthorized use or lending of equipment to which the employee has not been assigned.

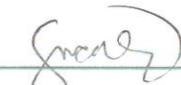
VIOLATION COMMITTED: Appearance Operator caught on act unlocking the clamp using steel ruler **2 days suspension.**

It is clearly stated in One Source General Solution Employee Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 2 days suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:



MAYCE ZABEL PENAFLOR

OSGS COORDINATOR

NOTED BY:



Mr. Ritchie Ferrer

OSGS SENIOR SUPERVISOR


KC M. Baluntong

Employee's Signature Over Printed Name/Date

Received by: 
MELODY D. Umay

Signature Over Printed Name/Date



EXPLANATION SHEET

Approved Form

Date

Noted By:

Immediate Supervisor

Approved By:

Client Manager

Involved Employee: Kc Baluntong

Position: Associate

Date: August 29, 2019

Company Assigned: Pinukawa

Date Hired: 04-10-19

Date of Incident/ Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Kc Baluntong ng Doll Line 2125 na nagkaroon po ako ng accident dahil sa nagawa ko pong ako po ay nahuli na nagre-repair sa dami ng nakuta kong unlock at start band cut sa iyang harness alam ko pong muli pero no choice po ako kaya ako nalang po ang gumawa ng parden at dahil sa gawa po na talagang napakanipis lang nung harness kaya natalis ko po itong nagawa ng parden.

Details of COUNTERMEASURE: (Use additional page if necessary)

Sa pagkakanali ko pong ito ay ipinapangako ko na pong hindi na mawawala sa at kugabiti ko pong ako ay nagtatawag na ng staff / Jr staff para (sa kung) kung sakali mang maimerepare. Pansya na po talaga at hindi na po mawawala.

Recommendation:

Suspension for 2 days (1st offense)

[Signature]
Employee's Signature

Sep- 10- 11, 2019

Noted By

[Signature] 08/29/19
TYTONE FERNAN

Sep. 10- 11, 2019

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALD-1A-1907-524

☒ AGENCY

Please Specify: Chesource

<u>J. Arriola</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Baluntang, KC
Position: Associate
ID Number: ENG9-0067
Batch No.:
Car Model/Line: Daihatsu DOL 12125

Process: Dimension Inspection
Group/Shift: DS/B
Date/ Time: July 8, 2019
No. of Offense: 1st Offense
Superior Name: R. Balbacueva

Audit Findings: Un-Authorized / Hidden Repair

Details:

unlocking the clamp using steel ruler on dimension inspection.

WRITTEN EXPLANATION

Ako po si KC BALUNTANG ng DOL line 215 na nagkaroon po ako ng Audit dahil sa nagawa ko pong ako po ay nahuli na nagre-repair sa clamp ng nakita kong unlock at short band cut sa iisang harness, no choice po ako kaya ako mulang po ang gumawa ng paralan at dahil sa gawa po na talagang mapakikipis lang nang harness kaya natalis ko po itong magawa ng paralan. Pero sa pagkakamali ko pong ito ay ipinangako ko pong hindi na mauulit. Pansaya na po talaga.

Remarks/ Evaluation:

Conduct counselling to affected member regarding non-compliance especially the effect to her work/output once defective was not detected might cause a claim.

Issue / R

<u>Signature of Employee</u> Date: <u>07-20-19</u>	<u>Signature of Staff</u> Date: <u>07-20-19</u>	<u>Signature of Staff</u> Date: <u>7/21/19</u>	<u>Signature of Supervisor</u> Date: <u>7/22/19</u>	<u>Signature of Manager</u> Date: <u>8/8</u>
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Manojo Clavand
Sep. 10-11, 2019