



Date: Oct. 14, 2019

To: Caspe , Marlina

EN No.: EN69-0398

No. of Offence: 1st offence

From: **Human Resources and Administrative Dept.**

Re: **As stated**

Based on incident reported on August 29, 2019. 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,

MARK JUNE SILVERA
PROJECT SUPERVISOR

Received By:

MARLINA CASPE
SIGNATURE OVER PRINTED NAME

For Suspension use only

Date of Start of Suspension:

RECOMMENDATION:

Issue date of suspension

Nov. 12-13, 2019

Ant 10/23

SUPERVISOR

MANAGER

D
3108

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-1908-1005

☐ AGENCY

Please Specify: ONESOURCE

<i>Magadia</i> M. DACURAN	<i>Magadia</i> G. Magadia
Audited By:	Noted By:

Name: CHP ^{MC} MARLINA
 Position: ASSOCIATE
 ID Number: EN69-0398
 Batch No.: 267
 Car Model/Line: HONDA 1300G

Process: APPEARANCE
 Group/Shift: NS/D
 Date/ Time: AUGUST 29, 2019 / 8:50
 No. of Offense: 1ST OFFENSE
 Superior Name: J. MANALO

Audit Findings: UN-AUTHORIZED / HIDDEN REPAIR

Details:

REMOVED FOREIGN MATERIAL (PIPER) ON CONNECTOR Y/N-2M

WRITTEN EXPLANATION

Ako po ay na-audit na nagtatanggal ng foreign material sa connector Y/N-2M. Ang tateo po nyan wala naman pang foreign material, may napanacio lang po ako na parang himelmel ng gloves. Ang pagkakamali ko po ginamitan ko po sya ng panundot gamit ang clear tape.

Ngeyon po hindi ko na po gagawin ulit yon at kapag nakakita po ako ng abnormality iinform ko po agad ang aking leader o expert.

Remarks/ Evaluation:

Issue Penalty

[Signature]
 Signature of Employee
 Date: 08-30-19

P. Manalo
 Jr Staff
 Date: 08/30/19

J. Manalo
 Staff
 Date: 08-30-19

A. Vergara
 Supervisor
 Date: _____

[Signature]
 Manager
 Date: _____



NOTICE TO EXPLAIN

DATE: SEPT. 25, 2019
EMP NAME: MARLINA CAPE
POSITION: ASSOCIATE

PROJECT: _____
EMP NO: ENG9_0398 DEPT: HONDA
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].

For this reason, One Source is considering the following disciplinary action against you:


Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
	<u>1st offence</u>	<u>12 days Suspension</u>

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 :

KAYA PO AKO NALANG ANG NAGTANGGAL NG FOREIGN MATERIAL SA CONNECTOR
AT GAWA PO NG AKOY DELAY NA KAYA HINDI KO NA PO NATAWAG ANG AKING
LEADER. AT SA TOPO PO HINDI NAMAN PO TALAGA FOREIGN MAT. YONG INAALIS KO
HINDI MOL LANG PO NG AKING GLOVES, KAYA PO AKO NALANG ANG NAGTANGKANG
MAG-ALIS.

Note: You may use an extra sheet as needed.

 09-25-19
Employee Signature and Date

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

Superior's Recommendation :

As your immediate supervisor 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 _____ provision in the One Source Code of Discipline:

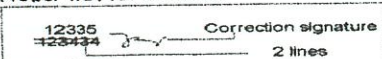
For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> Dismissal | |
| | <input type="checkbox"/> For Further Investigation | |

Noted by: _____
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)