

Date: January 07, 2020

To: Atienza, Liezel

EN No.: EN69-1335

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported last November 15, 2019. You hereby allegedly violated:


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 checked="" type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input 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,

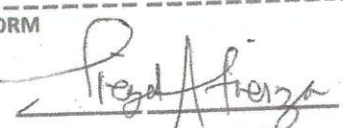

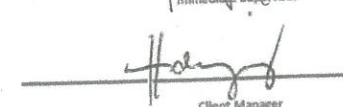

JOY S. ATIENZA
PROJECT SUPERVISOR

Received by:

LIEZEL M. ATIENZA
 SIGNATURE OVER PRINTED NAME

For Suspension use only

Date of Start of Suspension:

RECOMMENDATION FORM	
NAME:	Liezel M. Atienza
EN No.:	ENG-1335
VIOLATION:	Not Following SOP
SUSPENSION DATE:	Feb 10, 2020
RETURN DATE:	Feb 11, 2020
RETURN SHIFT:	Day Shift
SHIFT/SCHEDULE:	Shift A
PD/LINE:	PD5 GC7 Initial
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhan in ang ID sa Coordinator bago mag 8am	


 Employee Signature

 Immediate Supervisor

 Client Manager

(8)977-4625

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAUP 18-1911-3157

☒ AGENCY

Please Specify: One Source

<u>J. Abanador</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Liezal Atienza

Process: Joint Welding

Position: associate

Group/Shift: DC/W

ID Number: ENGQ 1335

Date/ Time: Nov. 15, 2019 / 2:11

Batch No.: 280

No. of Offense: 1st

Car Model/Line: Subaru / initial process

Superior Name: R. Jacob

Audit Findings: Not following SOP

Details: Did not use correct drawing during joint welding process

WRITTEN EXPLANATION

AKO PO SI LIEZAL ATIENZA NG GCT SUBARU NG INITIAL PROCESS NA'AMOT PO AKO NG I-ALERT DAHIL SA KADAHILANANG HINDI PO AKO SUMUNOD SA TAMANG SOP. HINDI PO AKO SUMAMIT NG TAMANG DRAWING HABANG NAGPRO-PROCESS SA PAGMAMADALI - DALI KO NA RIN PO SIGURO KAYA YUNG SUMOD NA KANBAN AY HINDI KO NAIPARLODE DAPAT PO KASI BHWARLODE KO EVER-I KANBAN KASO'Y SA PAGMAMADALI - DALI NA RIN PO SIGURO KAYA DI KO NA NAGAWA. SA SUMUNOD PO ANG SUMUNOD KO ANG SOP AT KAHIT NAGMAMADALI KAILANGANG ISA-ALANG-ALANG ANG TAMANG STANDARD SA PAGPA-PROCESS PASENSYA NA PO.

Remarks/ Evaluation:

1 day suspension

Liezal Atienza
Signature of Employee
Date: 11-18-19

R. Jacob
Jr Staff
Date: 11-18-19

J. Anlacan
Staff
Date: 11-18-19

R. B. B. B.
Supervisor
Date: 11/21/19

Harvey
Manager
Date: 11/22

ne SOURCE

NOTICE TO EXPLAIN

DATE:

01/09/2020

EMP NAME:

Atienza Lirzel

POSITION:

PROJECT:

EMP NO:

DEPT:

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
3.2.14	1st offense	1 day 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 :

AKO PO SI LIEZEL M. ATIENZA SUBARU INITIAL, NA AUDIT PO AKO DAHIL SA
SA HINDI PAGSUNOD SA SOP. HINDI PO AKO NARA PAG BARCODE. SA PAG MAMADALI-
MALI NA RIN PO SUBURD. SA SUSUNOD NA LANG PO SUSUNOD SA TANGANG
STANDARD AT IDA BARCODE NA PO.

Note: You may use an extra sheet as needed.

Lirzel Atienza
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:

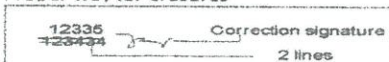
- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 1-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day 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)