



NS

one SOURCE

NOTICE TO EXPLAIN

DATE: 20-02-19
EMP NAME: EN69-0034 Mrs. R. Rodil
POSITION: Associate

PROJECT:
EMP NO: EN69-0034 DEPT: SURCRU
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

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 :

Pasensya na po kung di ko na-update checksheet ko. Lagi naman po ako nagawa. Mas iniisip ko po na matarget namin agad ang output. Simulat ko po yun sa checksheet every 15 minutes break. Sorry po sa pag bahapit ko ng not following SOP. Dinga po manualit. Ayaw ko lang po madelay dahil sa kin. Mas imuna ko po yun kesa ang magulat po babang naka tempo.
Note: You may use an extra sheet as needed. Sakin ang mga manual namin. Sorry po.

Mrs. R. Rodil
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:

- ☐ Written Warning
- ☒ 5-day Suspension
- ☐ 10-day Suspension
- ☐ 15-day Suspension and Warning of Dismissal
- ☐ Dismissal
- ☐ For Further Investigation
- ☐ For Records Only

02-18-1920
Immediate Superior (Signature over Printed Name)

Noted by: _____
Manager, HR & Admin. Department

1. Proper way for erasures
12335
Correction signature
2 lines

2. Standard way of writing date.
ex: 2010-07-14 (year-month-day)

Form Number : HRF005-00

Shift - B

Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am