

9-DS
L-3129



Date: October 27, 2020

To: Mitra, Dyna
EN No.: EN69-1638
No. of Offense: 2nd

From: Human Resources and Administrative Dept.
Re: As stated

Based on incident reported on October 21, 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.)



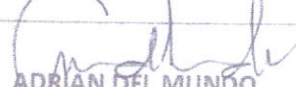
In line with the violation, this memorandum will serve as your:

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input checked="" 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.

RECEIVED BY:

NOTED BY:

		
EMPLOYEE	HAZEL BIANCA OLAN PROJECT SUPERVISOR	ADRIAN DEL MUNDO SENIOR PROJECT SUPERVISOR
DATE: 10-28-20	DATE: 10/28/20	DATE: 10-28-20

RECOMMENDATION FORM

NAME: Mitra, Dyna
 EN No.: EN69-1638
 VIOLATION: Not sequence on inspecting the area
 SUSPENSION DATE: Jan 11 - Jan 13
 RETURN DATE: Jan 14
 RETURN SHIFT: DS
 SHIFT/SCHEDULE: DS
 PD/LINE: PD 5/HWDA

Employee Signature: Mitra
 Production Supervisor: Dany R. D. 12/14
 Production Manager: [Signature]

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

ONE SOURCE GENERAL SOLUTIONS INC.

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

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

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

Ma'am

October 21, 2020

Good Day,

Kindly issue memorandum on below employee

Violation: Not Sequence on Inspecting Harness

Name: Mitra, Dyna

Witness:

Position: Associate

ID Number: EN69-1638

Car Model: Honda

Line: 3129

Group: B

Shift: DS

Date Encountered: October 21, 2020

Time: 04:00 am

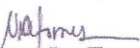
Superior Name: Nelsen De Torres (Staff)/ Zyrene Perez (SV)

Investigation:


Please be inform that one of our associate namely Mitra, Dyna on line 3129 have QA outflow which is wrong used of wire. Upon investigation affected associate not sequence on inspecting harness. This is noncompliance on the process that may result defect outflow in the line.

Please take immediate action on the affected associate.

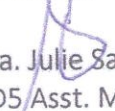
Prepared By.


Nelsen De Torres
PD5 Staff

Checked By:


Zyrene Perez
PD5 Supervisor

Noted By:


Ma. Julie Sabido
PD5 Asst. Manager