

NS



Date: June 19, 2020
 To: Fampulme, Harold F.
 EN No.: EN69-2126
 No. of Offence: 1st

RECOMMENDATION FORM

NAME:	Fampulme, Harold F.	Employee Signature	<i>[Signature]</i>
EN No.:	EN69-2126	For	<i>[Signature]</i>
VIOLATION:	Not Following SOP	Production Supervisor	<i>[Signature]</i>
SUSPENSION DATE:	Aug 18 - 19, 2020	Production Manager	<i>[Signature]</i>
RETURN DATE:	Aug 19, 2020		
RETURN SHIFT:	Day-shift		
SHIFT/SCHEDULE:	Shift - B		
PD/LINE:	Blom/Suzuki YOS		
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpapalig sa suspension. Kubarin ang ID sa Coordinator bago mag-Bam.			

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

Based on incident reported on June 18, 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 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,
[Signature]
 PROJECT SUPERVISOR

Received by: *[Signature]*

SIGNATURE OVER PRINTED NAME

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.onesourcemsg.com

ne SOURCE

NOTICE TO EXPLAIN

DATE:

08-04-20

EMP NAME:

Harold famplime

PROJECT: TURUKAWA

EMP NO: ENL 0-2126

DEPT:

POSITION:

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]

June 18, 2020

on [date/time] at [location, if applicable].

3.2.14 Not following company standard operating procedures, work instruction and practices which may or may not result to damage of company property

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3.2.14	Fict	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 :

Pagpaumanhin nyo po kung alagay naghila ng wine at di nakasunod sa SOP dahil po sa tambak na po ako at di naman po may adang malakas ang pagkakahila sa wine.

Note: You may use an extra sheet as needed.

for 08-04-20
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 3.2 Use of Company Property 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

☒ 7-day Suspension

☐ 10-day Suspension

☐ 15-day Suspension and Warning of

☐ Dismissal

☐ Dismissal

☐ For Further Investigation

☐ For Records Only

Albert Peracullo

Immediate Superior (Signature over Printed Name)

Noted by:

Manager HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)