



Date: July 6, 2020

To: Baldovino, Lou-Anne C.

EN No.: EN69-0158

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on February 09, 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

Regulation, Joan L.

Best Regards,

PROJECT SUPERVISOR

Received by:

SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM

NAME: Baldovino, Lou-Anne C.

EN No.: EN69-0158

VIOLATION: Unauthorized Repair

SUSPENSION DATE: July 6 - 8/4 ~ 8/5

RETURN DATE: 07/27 - 7/22 ~ 8/6

RETURN SHIFT: Day-Shift

SHIFT/SCHEDULE: Shift A

PD/LINE: 5105

Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok
Kailang sa suspension kumain ang ID sa Coordinator bago mag 8am.

Employee Signature:

Production Supervisor:

Production Manager:

KATHERINE O. CABRERA

ONE SOURCE GENERAL SOLUTIONS INC.

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

Blk. I Lot 25 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.onesourcecmgs.com

I-ALERT WRITTEN EXPLANATION

Control No: FALP-V-2002-02581

AGENCY

Please Specify: Die Source

Name: Baldovino, Lou Ann
 Position: Associate
 ID Number: EN001-0152
 Batch No.: 30.1
 Car Model/Line: Subaru / 5125

Process: Dimension
 Group/Shift: NC-A
 Date/Time: February 9, 2020 / 4:01
 No. of Offense: 1st
 Superior Name: P. LAMPAY

Audited By: <u>I. APD</u>	Checked by: <u>S. Hernandez</u>	Noted By: <u>G. Magadia</u>
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Non-compliance Reference/Document
 Control Number:

PACA-708-09-14

Details of Audit Findings:

Conduct nothing type on dimension process un-authorized Repair / Hidden Repair

Uko po si LOU-ANNE Baldovino. sa kadahilanan na naaudit po ako ng i-alert dahil sa ~~isa~~ di po ako authorized na magtape at nagh-hidden-repair dahil po sa kagustuhan ko na ako nalang ang magtape at magrepair ng nung long dimension na nakita ko at hindi po ako tumawag ng leader dahil sila po ay nakaportion at nahiya na po akong tumawag sa kanila. it
counter measure.

Di ko na po ulitin ang aking ginawa. Lagi na po akong susunod sa stop, call and wait. lagi rin po akong talawag sa aming jr. staff kahit anu pa ginagawa nila.

REMARKS/EXPLANATION

☐ I-Alert written only
☒ Need days suspension (based from handbook & Memo for Major Non-compliance)
☐ Agency FALP Written Only (based on handbook)

<u>Lou/anne Baldovino</u> Employee Date: <u>02-04-2020</u>	<u>C. LAMPAY</u> Jr Staff Date: <u>02-04-2020</u>	<u>S. Hernandez</u> Staff Date: <u>02-05-2020</u>	<u>H. HERNANDEZ</u> Supervisor Date: <u>2/5/2020</u>	<u>V. ROSAS</u> Manager Date: <u>02/10/2020</u>
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ONE SOURCE

NOTICE TO EXPLAIN

DATE:

EMP NAME:

Baldovino, Lou-Anne C.

POSITION:

Associate

PROJECT:

FAS

EMP NO:

EN69-0182

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).

(One Code of Discipline provision here)

February 09, 2020 / FAS Production

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

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

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

Provision/Policy	Criminal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
3.2.14	First Offense	Written warning

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 Lou-Anne Baldovino sa kadahilanan na nagaudit po ako ng i-alert dahil sa di po ako authorized na magtape at naghidden repair dahil po sa kagustuhan ko na ako halang ang magtape at nagrepair nang long dimension na nakita ko at hindi po ako tumawag ng leader dahil sila po ay walang permission at walang na po akong tumawag sa kanila.

Note: You may use an extra sheet as needed.

[Signature] 07/16/2020
Employee signature and date

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

Superior's Recommendation:

As your immediate superior 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

☐ 15-day Suspension and Warning of Dismissal

☐ For Records Only

☐ 5-day Suspension

☐ Dismissal

☐ 10-day Suspension

☐ For Further Investigation

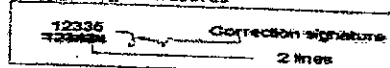
[Signature]
Albert Peracullo

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)