

Date: February 4, 2020

To: Santos, Marial N.

EN No. : EN69-0210

No. of Offense: 1st offense

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported last January 15, 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 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,

PROJECT SUPERVISOR

Joey Salteche
JOEY SALTECHE

Received By:

Marial N. Santos
SIGNATURE OVER PRINTED NAME

For Suspension use only

Date of Start of Suspension:

RECOMMENDATION FORM

NAME:	<i>Marial N. Santos</i>
EN No.:	<i>EN69-0210</i>
VIOLATION:	<i>Un-Authorized person doing the process</i>
SUSPENSION DATE:	<i>March 09, 2020</i>
RETURN DATE:	<i>March 10, 2020</i>
RETURN SHIFT:	<i>Day Shift</i>
SHIFT/SCHEDULE:	<i>Shift - A</i>
P/D/LINE:	<i>7107</i>

Paalala: Iwanang ID sa Coordinator bago aring suspension date at sa muling pagpasok galin g sa suspension kuhanan ang ID sa Coordinator bago mag-ayos.

(N)

1- (0998) 977-4625

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: One Source

Control No: FALP-VA-2001-00019

Name: Santos, Mariel

Position: Associate

ID Number: EN69-0210

Batch No.: 260

Car Model/Line: Subaru GC2/7107

Process: Sub-Assy Process

Group/Shift: DS/A

Date/Time: Jan 15, 2020 / 6:15

No. of Offense: 1st offense

Superior Name: J. Santa

Details of Audit Findings: Un-authorized person doing the process.

Doing Sub-Assy process w/o authorization badge.

WRITTEN EXPLANATION

dahil na po kasi ang lay out dahil wala na pong sub
kaya po ang sub ako po na mag lay-out eh lalaki po
na Jr staff at expect naman ay mga notes portion din po
dahil marami pang mag arwal namin kaya hindi po dea
certified ay nangailangan po ako kung alin po pang kama

REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☐ Agency/FALP Written Explanation Only (based from handbook)

☒ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

1 day

<u>Smarte</u>	<u>C. Pasion</u>	<u>E. Waring</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>01-15-20</u>	Date: <u>01-16-20</u>	Date: <u>01-16-20</u>	Date: <u>01/16/2020</u>	Date: <u>1/18</u>



NOTICE TO EXPLAIN

DATE: 02-07-2020
EMP NAME: Marial N. Santos
POSITION: Lay out

PROJECT: PO SUBARU
EMP NO: EN69-0210 DEPT: POS
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 :

Wala po kasi baming pang lay out dahil po sa kulang kami sa la
ng subang at pati mga Sr. staff at expert po namin ay mga naka
portion din po kaya po kahit di ala Certified sa process eh mangiilan
po ala para po mag mailayout po kami

Note: You may use an extra sheet as needed.

1 final / 02-7-20
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 _____ 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 Dismissal | <input type="checkbox"/> For Records Only |
| <input type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

67-15-unt
Immediate Superior (Signature over Printed Name)

Noted by: _____
Manager, HR & Admin. Department

1. Proper way for erasures

12335
123434 Correction signature
2 lines

2. Standard way of writing date.

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

Form Number : HRF005-00