

Date: January 27, 2020

To: Borjal, Janis Iris C.

EN No.: EN69-1605

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on November 15, 2019. 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,

02-18-2020
PROJECT SUPERVISOR

Received by:
JANIS IRIS C. BORJAL
SIGNATURE OVER PRINTED NAME

Y/LP

RECOMMENDATION FORM	
NAME:	JANIS IRIS C. BORJAL
EN No.:	ENG-1605
VIOLATION:	SDP
SUSPENSION DATE:	March 13
RETURN DATE:	March 14
RETURN SHIFT:	Day Shift
SHIFT/SCHEDULE:	A
PD/LINE:	INITIAL EVENT Subaru
Paalala: Iwanan ang IIC sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhan in ang IIC sa Coordinator	

9981977-4625

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-11-1911-3154

☒ AGENCY

Please Specify: one source

Audited By: <u>J. Alonador</u>	Noted By: <u>G. Magadia</u>
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Name: Jris Janis Bortol

Process: Sam 7

Position: Associate

Group/Shift: BS-A

ID Number: EN091009

Date/ Time: NOV. 15, 2019 2:23

Batch No.: 285

No. of Offense: 1

Car Model/Line: Subaru Initial Process

Superior Name: J. Alonador

Audit Findings: Not following maximum bag limit

Details: overstocking of connector SLE-17MA

WRITTEN EXPLANATION

AKO PO RI JANIS IRIS BORTOL, NA NA-AUDIT NG OVER STOCKING OF connector nung November 15, 2019. NA KADAHILANG BAG PA LAMANG PA AKO AT HINDI PA NAITUN WAG. AT HINDI PA NA PA NAKAKAPAG-actual sa process dahil ako pa ay nag suporta pa lamang. Hindi ko pa na pa masyadong alam ang mga standards. At ngayong alam to na po, hindi ko na po mulitin. Pasensya na po.

Remarks/ Evaluation:

As written - His explanation is already included in findings.

Written

→ Issue Penalty based from FAP Handbook

Signature of Employee: Jris Janis Bortol
Date: 11-19-19

Signature of Staff: J. Alonador
Jr Staff
Date: 11-15-19

Signature of Staff: J. Alonador
Staff
Date: 11-18-19

Signature of Supervisor: J. Alonador
Supervisor
Date: 11/21/19

Signature of Manager: H. Magadia
Manager
Date: 12/21



NOTICE TO EXPLAIN

DATE: 01-27-20
 EMP NAME: Borjal, Janis Iris C.
 POSITION: Associate

PROJECT: Furukawa
 EMP NO: EN69-1605 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).

[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
3.1.14	1	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 :

Na-audit po ako noong Nov. 15, 2019 ng overstocking of Connector na kakahilangang bags pa lamang po ako at hindi po natutro wamin.

Note: You may use an extra sheet as needed.

[Signature] 01-27-20
 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:

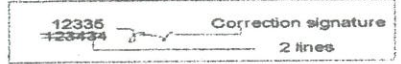
For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

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

[Signature] 01-18-2020
 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)