

Date: January. 31, 2020

To: Rodil, Mitos R.

EN No.: EN69-0034

No. of Offense: 1st offense

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

Based on incident reported last November 14,2019. 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

() Written Warning (*) 1-day Suspension	() 10-days Suspension	
() 2-days Suspension	() 15-days Suspension	
() 3-days Suspension	II) 30-days Suspension	Name of the Control o
() 5-days Suspension	() Warning to Dismissal Depending to gravity of offense	
() 7-days Suspension	() For record purposes only	NACO SERVICIO DE S
or your reference. Thank yo	coord purposes only	

Best Regards,

Received By MERIAL REPORTS

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SHIFT:	March 3, 2020	Em _l	ployee Signiture	JCON)
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	Shift B		flate Supervisor	man- (0998) 977-4625
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ne	NOTICE TO EXPLAIN		
DATE: EMP NAME: POSITION: - Myo	Gate Mitras R. Rodil	PROJECT: EMP NO: ENLG-8034 DEPT: SUBORU SUPERIOR:	
As your immediate superior! am puttir the One Source Specialized Services Inc [Cite Code of Discipline provision here]	Code of Discipline; see attached incident Repo	tigations, you allegedly violated the following provision in the following	
on [date/time] at [location, if applicable] For this reason, One Source is consider	e]. ing the following disciplinary action against you:		
Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline	
initip ko po na matar. K minutes break forty p ko lang po madelay dat	o so pag hahapit ko ng not t Ril sakin Mac inung ko po yun k	Simusalat ko po yun sa cherksheet ave ollowing sop Ding po manulit. Ayaw keya ang mag sulat pa Rabang maka ta	
Note: You may úse an extra sheet as needed	. Jakin ang mga hannat nan	Institute and Date	
abbility are validable the believes the members the annexes the opposit, tay destrok are substant for destroks.	(To be filled up by One Source HR	only.)	
Superior's Recommendation :	,		
As your immediate supervisor I am putti in writing, we find that you violated the	ng you on notice that after a thorough investiga	tion processed midenes and etatements made history	
For this reason, One Source has decided		One Source Code of Discipline:	
or this reason, One Source has decided Written Warning 5-day Suspension 10-day Suspension	provision in the	One Source Code of Discipline: on/sanction:	

Proper way for erasures
 Correction signature
 Section 12335

2. Standard way of writing date. ex: 2010-07-14 (year-month-day)

Manager, HR & Admin. Department

Noted by:

Form Number : HRF005-00

Shift - R

Paplala: Iwanan and IO		
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on-15-10m

2 lines

Immediate Superior (Signature over Printed Name)