



## NOTICE TO EXPLAIN

DATE: AUG. 27, 2019  
EMP NAME: BARZA, MARITANE  
POSITION: ASSOCIATE

PROJECT: FAK  
EMP NO: 69-0226 DEPT: SECURITY (7103)  
SUPERIOR: N. ALMINDO

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]

UNDER 8.2 USE OF COMPANY PROPERTY WHEREIN, UNAUTHORIZED POSSESSION, USE OR LENDING  
on [date/time] at [location, if applicable].

OF COMPANY PROPERTY, EQUIPMENT OR MATERIALS.

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
<u>8.2 USE OF COMPANY PROPERTY</u>	<u>1ST OFFENSE</u>	<u>1-5 DAY SUSPENSION</u>

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 :

Masakit po ang mata ko nung arew na yun dahil po dun di ko  
po nagawang mag pulling at pagod na pagod na din po ako nung arew  
na un humingi po ako ng tawad sa nagawa tung kasalanan at dahil  
po dito sinisiguro ko pong sa bawat pag insert ko ay mag pulling na  
po ako.

Note: You may use an extra sheet as needed.

Barza Maritane  
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 checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 10-day Suspension           | <input type="checkbox"/> For Further Investigation                  |   |

N. ALMINDO / M. DENABLAN

Noted by: [Signature]  
Manager, HR & Admin. Department

Immediate Superior (Signature)

### RECOMMENDATION:

#### 1. Proper way for erasures

12335  
1234567890

Form Number : HRF005-00

1 DAY SUSPENSION

SEPT 02, 2019

9-3-19

SUPERVISOR

Signature over Printed Name/Date

[Signature]  
MANAGER

Signature over Printed Name/Date





# I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Resource

Control No: FALP-1A-1907-676

 D. Tienscm	 G. Magadia
Audited By:	Noted By:

Name: BARZA, MARIONE  
Position: ASSOCIATE  
ID Number: ENG9-0226  
Batch No.: 243  
Car Model/Line: LAY-OUT PROCESS / SUBARU 7003

Process: LAY-OUT PROCESS  
Group/Shift: NS/B  
Date/ Time: JULY 25, 2019 / 06:50  
No. of Offense: 1st offense  
Superior Name: J. Macasagan

Audit Findings: Non-Compliance on Insert Pull Method

Details:

Did not conduct pulling of wire on connector MOS-C26FA-Y

WIRE color: R / L / B

Product #: 8152ANS3A (1)

lot #: 596793

Serial #: 170

## WRITTEN EXPLANATION

Nung July 25 po ay hindi po ako nakapag pulling kasi po talagang paga na po ang aking mata at pagod na pagod na po ako nun nung dahil po dun natalimutan ko pong mag pulling pero nung araw lang pong yun ako hindi nakapag pulling pasensya na po. Pero dahil po sa nangyaring hindi ako nagpulling sinisiguro do ko pong ako ay bagli ng nagpulling. pagpasensyahan nyu na po ako alam ko pong mali kaya humihingi po ako ng tawad masakit lang po talaga ang mata ko nung araw na un tapos po hanggang 2 na po kami. Sobrang pasensya na po sa hangana tung kasalanan. Alam ko pong mababaw na dahil ang paga ang mata pero humihingi po talaga ako ng pasensya.




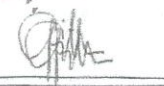

Remarks/ Evaluation:

Written

This is ~~no~~ still non-compliance related to the memo.

please issue penalty. 

Suspension September 7, 2019 J. Macasagan

 Signature of Employee Date: <u>07/31/19</u>	 Signature of Superior Date: <u>8/1/19</u>	 Signature of Superior Date: <u>8/1/19</u>	 Signature of Superior Date: <u>8/1/19</u>	 Signature of Superior Date: <u>8/1/19</u>
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**EXPLANATION SHEET/ COUNTER MEASURE**

Involved Employee: <u>Daria Mariano C.</u>	Company Assigned: <u>FAI</u>
Position: <u>Account</u>	
Date: <u>Sep 03 2019</u>	Date Hired: <u>May 09, 2019</u>
Date of Incident/ Accident: <u>July 25 2019</u>	
Details of Explanation:(Use additional page if necessary)	

nasakit po ang mata ko nung aram na sa  
nagang pagh po sa ibang pabal  
makipag pulling humingi po ako ng tawad sa  
aking nagawang kasalanan

Details of COUNTERMEASURE:(Use additional page if necessary)

sinigurado ko pong gagawin ko na sa  
mayro ang aking proses na pulling na po  
ako sa about ng aking makakaya.

Recommendation:

for suspension of 1 day

Mariano  
Employee's Signature