

Date: January 18, 2019

To: Tomagan, Princess Diane D.

EN No.: EN69-0170

No. of Offence: 1<sup>st</sup> offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on 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

<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**

Received by:

*TOMAGAN, PRINCESS DIANE D.*  
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME:	<i>Tomagan, Princess Diane D.</i>
EN No.:	<i>EN69-0170</i>
VIOLATION:	<i>Not Following SOP</i>
SUSPENSION DATE:	<i>Feb. 6, 2020</i>
RETURN DATE:	<i>Feb. 7, 2020</i>
RETURN SHIFT:	<i>Day shift.</i>
SHIFT / SCHEDULE:	<i>SHIFT B</i>
PD/LINE:	<i>PDS / SMDKIN INITIAL</i>
<div style="display: flex; justify-content: space-between;"> <div> <i>[Signature]</i>  <small>Immediate Supervisor</small> </div> <div> <i>[Signature]</i>  <small>Client Manager</small> </div> </div>	
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am	

ON)

a

art- (0998) 977-4625



## NOTICE TO EXPLAIN

DATE:

January 22, 2020

EMP NAME:

Toragan, Princess Diane D.

POSITION:

PROJECT:

FURNITAWA

EMP NO:

FUG-0120

DEPT:

PDS

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
		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 :

Ako po ay nagawang kasalanan lat at ugn po ay hindi po ako sumunod sa SOP. Dinatili ko po ang mawala na po ang wire sa blade nito. Nagawa ko po ito dahil sa nagmamadali at nakikita ko din po ito sa mga una po sa akin na regular na kanya ginawa ko din dahil akala ko ay hindi ito mali na gawin at maging ako naman po ay may-ijt hindi naman kasabi sa akin na bawal iyon.

Note: You may use an extra sheet as needed.

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

☐ 15-day Suspension and Warning of

☐ For Records Only

☒ 1-day Suspension

☐ Dismissal

☐ Dismissal

☐ 10-day Suspension

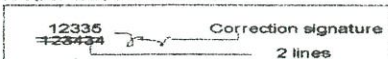
☐ For Further Investigation

Noted by:

Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

### 1. Proper way for erasures



### 2. Standard way of writing date.

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1911-3204

☒ AGENCY

Please Specify: One source

<u>R. A. Manprez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Tamigon, Princess Diane

Process: Welding

Position: Associate

Group/Shift: N/B

ID Number: Enug-0170

Date/Time: 11-14-19 / 1:10 am

Batch No.: 262

No. of Offense: 1st offense

Car Model/Line: Subaru Initial/Secondary Process

Superior Name: B. Espiritu

Audit Findings: NOT Following S.O.P

Details: Improper hanging of welded wires.

## WRITTEN EXPLANATION

- Namamit po sa tadahilanan na mlayay ko po ang wire sa blade dun ko po kasi sinasabit pagkatapos naid po ang wire.

- Idolekita ko na lang po mismo sa hangar ang weld na wire kinchi ko na po kung kung. Nigawa ko lang po kung kung kung po sa aming operator kung ilga-18amin hamin sa hangar AT kinchi ko ngalan po alam na bawal para ang ganun na set-up dahil natata ko lang po kung sa nag ahaad po sa akin ginawa ko lang po kasi ang apala ko ay kinchi po kung mali. Pasadena ko po kung ako ang gawing sa kaimla. Pero sa hangar po ang kinchi po na po kung kung kung kung po na ang tama sa mali.

- Ako po ay namamit dahil kinchi po ako na SOP kasi pagkatapos ko po kasi mawala ang wire sa sinasabit ko po mismo sa blade micrometer bawal po ay ipatim ang sinasabit ko po ang hanggang apat o karga kuma bawal ko po sa hangar mismo sa hangar.

Remarks/ Evaluation:

Written

Issue Penalty based from Handbook.

[Signature]  
Signature of Employee  
Date: 11/21/19

[Signature]  
Hr Staff  
Date: 11/22/19

[Signature]  
Staff  
Date: 12/1/19

[Signature]  
Supervisor  
Date: 12/1/19

[Signature]  
Manager  
Date: 12/1/19



# Proper Handling & Hanging Condition of Welding Joint Wires

DOCUMENT TYPE:

DOCUMENT NO.:

REVISION NO.:

EFFECTIVITY DATE:

PAGE NO.:

Check Point

FALP-CP-QCA-19003

0

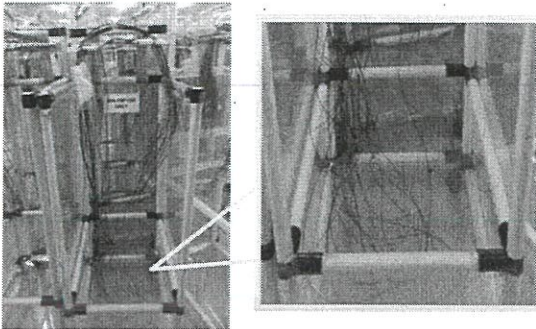
Feb-11-2019

2 OF 2

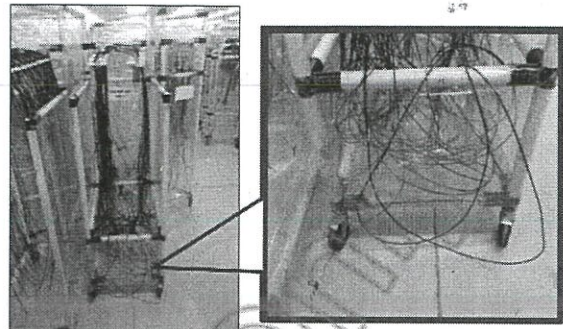
## GOOD

## NO GOOD

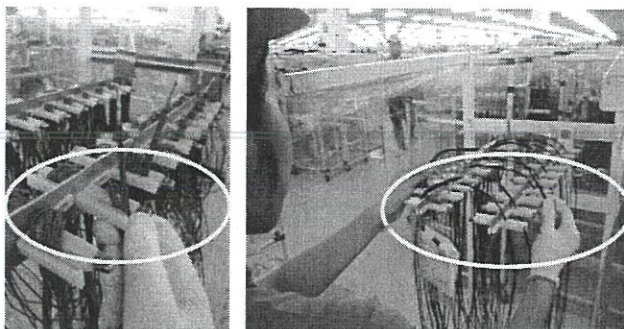
4. For long wires, terminals must be placed inside vinyl cover.



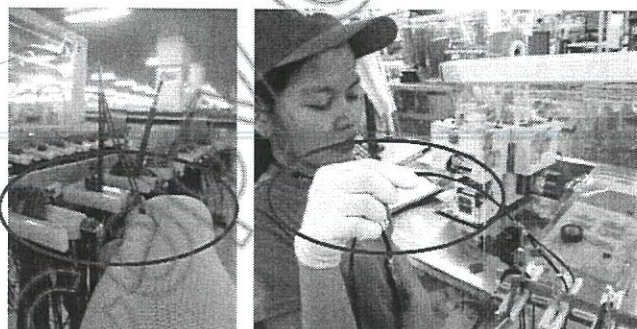
4. Terminals are not placed inside vinyl cover. Terminals are touching the floor.



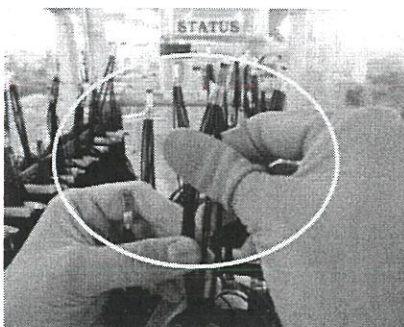
5. Hold all wires when picking / removing welding wire from hanger.



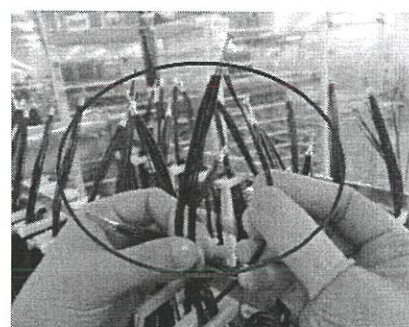
5. Only one side / few wires are held when picking / removing welding wire from hanger.



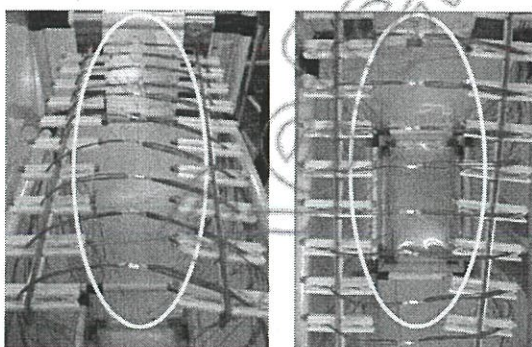
6. Wires were not bended when counting number of wires.



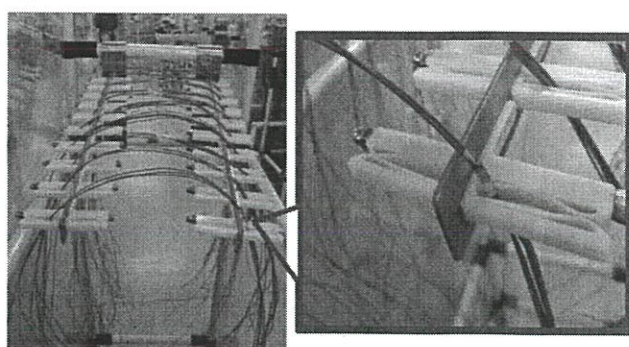
6. Wires were bended when counting number of wires.



7. Welded portion should be aligned at the center portion.



7. Welded portion was caught by tanmatsu jig.



DR/CN NO.	REVISION NO.	EFFECTIVITY DATE	REVISION HISTORY
QA-QCA-L3c-1902-002	0	Feb-11-2019	First Issue