

S - DS
L - TKRA IP

Date: November 11, 2020

To: Villagracia, Marimar
EN: EN69-2238
No. of Offense: 1st



RECOMMENDATION FORM

NAME: Villagracia, Marimar
EN No.: EN69-2238
VIOLATION: Non-compliance
SUSPENSION DATE: Jan. 11 - Jan. 13
RETURN DATE: Jan. 14
RETURN SHIFT: DS
SHIFT/SCHEDULE: DS
RD/LINE: RD5/HONDA
Employee Signature: [Signature]
Production Supervisor: [Signature]
Production Manager: [Signature]
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

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

Based on incident reported October 16, 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 type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input checked="" type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input checked="" 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.

RECEIVED BY:

NOTED BY:

 SIGNATURE OVER PRINTED NAME EMPLOYEE DATE: Nov. 20, 2020	 HAZEL BIANCA OLAN PROJECT SUPERVISOR DATE: 11/20/20	 ADRIAN DEL MUNDO SENIOR PROJECT SUPERVISOR DATE: 11-14-20
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ONE SOURCE GENERAL SOLUTIONS INC.

Member: Philippine Association of Local Service Contractors, Inc. (PALSCON)

Blk.1 Lot25 Grand Riverstone Village, Brgy. Dita, Sta. Rosa City, Laguna

Contact Nos.: HR- (049) 576-7028; Acctg.- (049) 576-7029; Globe- (0917) 551-5946; Smart- (0998) 977-4625
www.onesourcecmgs.com

NOTICE TO EXPLAIN

DATE: November 11, 2020 PROJECT: FURUKAWA
EMP NAME: Vilagracia, Marimar EMP NO: ENG-2238 DEPT: PDS
POSITION: ASSOCIATE 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 General Solutions Inc. Code of Discipline; see attached Incident Report (HRF005-00).

[Cite Code of Discipline provision here]

October 16, 2020
on [date/time] at [location, if applicable].

Not following company standards, operating procedures, work instructions
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>3.2.14</u>	<u>1st</u>	<u>Written Warning</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 :

nakipayo po kasi si Ale Harlene (expert/sub-assy) na ipa crimp ko daw po yung (Ng)- at iisa lang naman daw po tapos tinanong ko kung puwede po yung ganun sabi niya ay sig. Pumunta po ako sa Manual Crimping tinanong ko si Ale Geraldine (Manual operator) kung puwede eh crimp yung may connector tapos kinha maya maya ay inabot na niya at sumunod na yung

Note: You may use an extra sheet as needed.

I alert sa likod ko- off

Marimar Vilagracia
Employee Signature and Date 11.20.20

(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 3.2.14 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 checked="" 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 | |

HAZEL MANCA OLAN
Immediate Superior (Signature over Printed Name)

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

1. Proper way for erasures



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

I-ALERT WRITTEN EXPLANATION

Control No: FAW-1A-2010-447

AGENCY

Please Specify: One Source

Name: Villagracion, Marimar
 Position: Associate
 ID Number: ELICA - 2238
 Batch No.: 902
 Car Model/Line: Honda HRV / Initial

Process: Wire Setter
 Group/Shift: HS - A
 Date/Time: Oct 14, 2020 / 4:40
 No. of Offense: 1st
 Superior Name: J. Amican

Audited By: R. A. Hernandez

Checked by: K. Hernandez

Noted By: J. Reyes

Non-compliance Reference/Document
 Control Number:

FALP-61-PRD-121

FALP-NI-PRD-PD-059

Details of Audit Findings:

Non-compliance in re-cutting/re-crimping flow. Associate directly give the HR sub wire an manual crimping to re-trim the garminc lowering

WRITTEN EXPLANATION

Nakikawala po kasi si ate Harlyn (sub-assy) na irecrimp ko daw po at isa lang dapat naman po pagtanong po ako sa kanya kung puwedeng pagdahan ko po sa Manual Crimping tingnanong ko po ang operator kung puwedeng irecrimp kung may connector tingnanong nahan niya kaya akala ko ay puwedeng irecrimp uling may connector. Pagpapamahan niya po ang akong nagawa at hindi po ako naging aware sa tamang flow ng pag recrimp.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only (based on handbook)

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Need day/s suspension (based from handbook & Memo for Major Non-compliance).

Amican
 Employee
 Date: 10/17/20

Amican
 Jr Staff
 Date: 10/17/20

Amican
 Staff
 Date: 10/17/20

Amican
 Supervisor
 Date: 10/23/2020

Amican
 Manager
 Date: 10/23/2020