NAME:

RADONO CNS JENICHO P.

EN NO.:

Production Supervisor

RETURN SHIFT:

Pay shift

SHIFT/SCHEDULE:

CNTH B

POLINE:

Palala: (wanan ang 10 sa Coordinator bago ang suspension date at sa muling pagpasok

paling sa suspension kuhapin ang 10 sa Coordinator bago mar Ram

Date: July 6, 2020

To: Rabano, Cris Jericho D.

EN No.: EN69-2074

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on June 02, 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

() Written Warning	() 10-days Suspension
() 1-day Suspension	() 15-days Suspension
2-days Suspension	() 30-days Suspension
) 3-days Suspension	() Warning to Dismissal Depending to gravity of offense
) 5-days Suspension	() Dismissal Effective
) 7-days Suspension	() For record purposes only

For your reference. Thank you

Best/Regards,

PROJECT SUPERVISOR

Received by:

SIGNITURE OVER PRINTED NAME

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; Acetg..- (049) 576-7029; Globe-(0917) 551-5946; Smart- (0998) 977-4625 www.onesourcemsgs.com

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Name: Robano Ja	cicho Process:	Audited By:	Checked by:	Noted By:
Position: Associate	Group/Shift:	Sub assembly ISTA		
ID Number 5447 - 2074		June 02.2020 / 02:21	Non-compliane	it Reference/Document Control Number:
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		Date	Date:	Date: 06-11-2020
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Invalled.	NOTICE TO EXPLAIN					
DATE	JULY OF	g 43.26	PROJECT:	FAS		
EMP NAME;	CRebario, 4	2654erisho Brisavio	EMP NO:	€~6N69°2074	DEPT:	
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As your immediate superio	r I am putting you	y on notice that based on preliminary inv the of Discipline; see attached incident Rep	estigations, you	allegedly violated the	fellowing provisio	
Cite Code of Discipline are			aut (titteren)			
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June 02, 2020 / FAS	Production		CONSTRUCTOR AND			
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Written Warning 15-day Suspension and Warning of For Records Only Dismissal Dismissal Dismissal Por Further inventigation

Noted by: Wanger, HR & Admin. Department

1. Proper way for erasures

Table Correction eignmune 2 William

2. Standard way of writing date.

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