



Date: Oct. 07, 2019

To: Segovia, April P.

EN No. : EN69-0374

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on September 09, 2019. You hereby allegedly violated:

One Source Code of Discipline Section 3.5. Health, Safety, and Security

(3.5.6 Unauthorized use of safety personal equipment and firefighting equipment for purposes other than what they are intended for.)

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,

10-7-19
ADRIAN DEL MUNDO
PROJECT SUPERVISOR

Received By:

10-09-19
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME: April P. Segovia	<i>[Signature]</i> Employee Signature
EN No.: EN69-0374	<i>[Signature]</i> Immediate Supervisor
VIOLATION: Not wearing PPE / goggles	<i>[Signature]</i> Client Manager
SUSPENSION DATE: December 5, 2019	
RETURN DATE: December 6, 2019	
SHIFT/SCHEDULE: Shift A	
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\8pm	

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



NOTICE TO EXPLAIN

DATE: 10-09-19
EMP NAME: Jerovia April P.
POSITION: Production operator

PROJECT: _____
EMP NO: ENV 9-0374 DEPT: SWAT / F&A
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
	1st offense	1 day 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 :

Pasensya nAPO kung hindi po ako nakapagsuot ng goggles
sumasakit po kase ang ulo ko at nahihilo ako. Nasira po kase
gung binull ko saamin kaya wala po ako magamit

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:

- | | | |
|--|---|---|
| <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 | |

Noted by: _____
Manager, HR & Admin. Department

Immediate Superior (Signature over Printed Name)

1. Proper way for erasures

12335
Correction signature
2 times

2. Standard way of writing date.

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



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-18-1909-1116

☐ AGENCY

Please Specify: One Source

 C. Redondo	 G. Magadia
Audited By:	Noted By:

Name: Opnl. Segovia
Position: associate
ID Number: 61692374
Batch No.: 269
Car Model/Line: Subaru 1702

Process: Sub. Assy
Group/Shift: 1st
Date/Time: Sept 9, 2019
No. of Offense: 1st
Superior Name: H. Cuno


Audit Findings: Un safe act

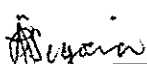

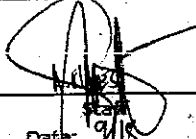
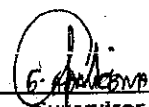
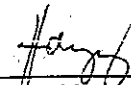
Details: Lay out
did not wear goggles during sub.assy process

WRITTEN EXPLANATION

Pagasa na po kung hindi po ako nakapagput ng goggles sumarakit po / kase lang ulo ko kt ngibula ako Naging po kase hung binubong calamin kaya wala ako magamit.

Remarks/Evaluation

1 day suspension (safety) 

 Signature of Employee Date: <u>09-16-19</u>	 Jr Staff Date: <u>09-16-19</u>	 Staff Date: <u>9/18</u>	 Supervisor Date: <u>9-18</u>	 Manager Date: <u>9/20</u>
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