GENERAL SOLUTION Thencrating Service Quan

RECOMMENDATION FORM

EN No. : VIOLATION: Pechada Roundel Juno

SUSPENSION DATE

RETURN DATE: RETURN SHIFT:

SHIFT/SCHEDULE:

Paalala: Iwanan ang 10 sa Coordinator bago ang suspension date at sa muling pagpasok

PD/LINE:

L____ galine sa_suspension kuhanin ane ID sa Coordinator baso mae 7am

From: Human Resources and Administrative Dept.

Re: As stated

EN No.: EN69-2015

No. of Offence: 2nd

Date: September 19, 2020

To: Pechada, filmanici iune 1.

Based on incident reported on August 15, 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 Camage of company property)

in line with the siplation, this memorandum will serve as your.

) Written Warning	1) 10-days Suspension
() 1-day Suspension	
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Subject Subjec	
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For your reference. Thank you

Best Regards

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Form Number - HMFXX5-61



I-ALERT WRITTEN EXPLANATION Control No: FAIP- IA-2018-2019 K. Hernandez se Specify: One Confidence Audited By: Checked by: Noted By: Perkerin Rhandel Appearance esition: Group/Shift: W. - B Non-compliance Reference/Document Control ID Number: THE PARTY AND 25, 2026 / 1111 Number: Batch No.: No. of Offense: 14 Car Model/Line: Superior Name: SATEL TOR / 5927 P-Smelicz. PMP-W-PPO-19-307 Details of Audit Findings: 161 Telloring Cop Not application from the side process Minor deject record when encountered incarpicent toping WRITTEN EXPLANATION Pechadlar apologing for not following the flor not filling the minor object Whit, ha Cocused Bejut 1 somes Hall Hild Collow the right procedure before. the largestion. 410 Shart REMARKS/ EVALUATION i-Alert written only Agency/FALP Written Only(based on handbook) Need day/s suspension(based from handbook & Memo for Major Non-compliance). Employee Of /2% /20