G. DS

RECOMMENDATION FORM

Production Supervisor

RETURN DATE:

RETURN SHIFT:

SUSPENSION DATE:

Production Manager

SHIFT/SCHEDULE: PD/LINE:

D/LINE: 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

Date: October 27, 2020

To: Mitra, Dyna EN No.: EN69-1638 No. of Offense: 2nd

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on October 21, 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.

RECEIVED BY:

NOTED BY:

Llita EMPLOYEE HAZEL B

SEMOR PROJECT SUPERVISOR

DATE:

10-28-20

DATE:

PROJECT SUPERVISOR

DATE:

10-28-20

Andrew Control of the					
GENERAL SOLUTIONS INC.	NOTICE TO EXPLAIN				
DATE: EMP NAME: POSITION: As your immediate superio	October Mitral ASSOCIATE	Dyera	PROJECT: EMP NO: SUPERIOR:	FURUKAWA ENG9-/638 DEPT: 1905	
October on [date/lime] at [location, in the content of the content	ovision here] 2/ 1 2/20 f applicable], 6xpcury (6) e is considering the	on notice that based on preliminary in local code of Discipline; see attach in local code of Discipline; see attach in local code of Discipline; see attach in local code of Disciplinary action against the local code of Offense within the prescriptive period)	ied inclaent Kr <u>D CEOWAR</u> it you:	you allegedly violated the following eport (HRF005-00). The work is fruction for a free free from the following and the following the following and the following and the following and free free free free free free free fre	
3.2.14		2nd		Suspension	
May ke - ou po na nagpayou ng iloop ko pu Note: You may use an extra sh		ato daril fambat po harness at ma ship to any hourn as and maken	have nog	horness at naghatam portion na yeur. ng QA ang harners - deniha 10-28-20	
		(To be filled up by One Source HR	Poply)	Employee Signature and Date	
Superior's Recommendat	tion :				
3,	has decided to imp	on notice that after a thorough invested the 3.2.19 provision in the pose on you the following disciplinar 15-day Suspension and Wa Dismissal Dismissal	One Source C y action/sancti	ode of Discipline:	
HAZEK BYANG Immediate Superior/(Signa	AOLAN dure over Printed N	Name)	33 8	Manager, HR & Admin. Department	
Proper way for erasures		2	. Standard wa	y of writing date.	
rection of the contract of the	onsigneture 2 lines			4 (year-month-day)	

Form Number: HRF006-01

Ma'am

Good Day,

Kindly issue memorandum on below employee

Violation: Not Sequence on Inspecting Harness

Name: Mitra, Dyna

Witness:

Position: Associate ID Number: EN69-1638 Car Model: Honda

Line: 3129 Group: B Shift: DS

Date Encountered:October 21,2020

Time: 04:00 am

Superior Name: Nelsen De Torres (Staff)/ Zyrene Perez (SV)

Investigation:

Please be inform that one of our associate namely Mitra, Dyna on line 3129 have QA outflow which is wrong used of wire. Upon investigation affected associate not sequence on inspecting harness. This is noncompliance on the process that may result defect outflow in the line.

Please take immediate action on the affected associate.

Prepared By.

Nelsen De Torres

PD5 Staff

Checked By:

Zyrene Perez PD5 Supervisor

Noted By:

Ma. Julie Sabido PD5 Asst. Manager