



Date: August 18, 2020

RECOMMENDATION FORM	
NAME:	<u>Rommel Delos Angeles</u>
EN No.:	<u>69-2571</u>
VIOLATION:	<u>SOP</u>
SUSPENSION DATE:	<u>August 22-29, 2020 (7 days)</u>
RETURN DATE:	<u>September 1, 2020</u>
RETURN SHIFT:	<u>DS</u>
SHIFT/SCHEDULE:	<u>7 am</u>
PD/LINE:	<u>Honda 3116</u>
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpapalig sa suspension kabanin ang ID sa Coordinator bago mag Sam.	

To: Rommel Delos Angeles

EN No.: EN69- 2898

No. of Offence: 1st

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on August 14, 2020. You hereby allegedly violated:

One Source Code of Discipline Section: 3.2 Use of Company Property

3.2.11 Failure by the operator or user to report any known damage to or defects of any operating machine, special tool or equipment the operation of which requires specialized skills and training.
In line with the violation, this memorandum will serve as your

<input type="checkbox"/> Written Warning	<input checked="" 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 type="checkbox"/> 3-days Suspension	<input checked="" type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input checked="" type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you

Best Regards,

Rommel Delos Angeles
PROJECT SUPERVISOR

Received by:

Rommel Delos Angeles
SIGNATURE 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; Acctg.- (049) 576-7029; Globe- (0917) 551-5946; Smart- (0998) 977-4625

www.onesourcemsg.com

Ma'am

August 14, 2020

Good Day,

Kindly issue memorandum on below employee

Violation: Intentional throwing of wire on male comfort room.

Name: Rommel Delos Angeles

Position: Associate

ID Number: EN69-2579

Car Model: Honda

Line: 3116

Group: A

Shift: NS

Date Encountered: August 14, 2020

Time: 12:40

Superior Name: Ma. Bernadette Katigbak (Staff)/ Daisy Perez (SV)

Investigation:

August 14, 2020 around 12:00~12:40 Mr. Rommel Delos Angeles throw the wire (LG/ CIVUS 0.35) on Male comfort room at number 227 cubicle. Mr. Delos Reyes encountered cut wire on connector YSN-22F LG/ CIVUS 0.35 the affected wire caught on downspout and pull but Mr. Delos Reyes did not notice that the affected wire have scratch near on barrel he inserted, pulled and cut the wire.

Prepared By

Ma. Bernadette Katigbak
PD5 Staff

Noted
MA. JULIE STANIS
PD5 Head
Asst Manager

checked by:

Daisy PEREZ
PD5- Ibona
SV



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.

WRITTEN EXPLANATION

Product No. 32101-11A
Date Encountered Defect/Audit 05/15/20
Audit/Defect Details SVB-ASSY
Line Name /Shift Parada 3116 (P-P night shift)

ANALYSIS / EXPLANATION

COUNTERMEASURE

1. Bakit ka mayroon cut wire?

napalakas ito ay ma putol dahil para ay aking na pansin pero hindi ko natatag po ako sabihin sa superior na may ang insertion

2. Ano ang ginawa mo sa wire na naputol? Saan mo ito dinala?

sa cr ng labake sa takot ko ay tinapon ko

3. Bakit mo ito tinapon?

ngayon kolang po narahasan ang ganitong insidente dahil bago din lang po ako sa fine 3116 at pag 20 sub-assy

4. Alam mo ba ang na violate mo sa rule natin? Ano pwede mangyari sayo?

hindi ko po alam dahil ngayon kolang ito narahasan at iminahan ako ng kaba na baka ako ay matanggal sa trabaho kaya tinapon ko ang wire na naputol ng diko sinasadya

☐ Valid

☒ Invalid 1st offense

☐ Written Explanation 2nd offense (Memo/IR)

Rommel G. Angeles
Signature over printed name
(Associate Involved)

Checked by

Jr

Staff/Staff :

V. Nolasco
P. L. L. L.

Noted by

Supervisor :

L. L. L.
D. M. L.

[Signature]
Asst. Manager

NOTICE TO EXPLAIN

DATE: 08/14/20
EMP NAME: Rommel m Delos Angeles
POSITION: Sub-Asst

PROJECT: _____
EMP NO: ENG1579 DEPT: _____
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]

August 14, now / FAS Production
on [date/time] at [location, if applicable].

that following company standards
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
B.2.14	First.	<u>14 days Suspension</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 :

Arko po c Rommel Delos Angeles ay nakaputol ng wire
habang arko ay nag sersb - napalakas po ang hila
ko sa hangar kaya diko na napansin na nakaputol ito
Pero fama namah ang aking inurition

Note: You may use an extra sheet as needed.

[Signature]
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 type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input checked="" type="checkbox"/> <u>14</u> -day Suspension | <input type="checkbox"/> For Further Investigation | |

+ Warning for dismissal
[Signature]
Immediate Superior (Signature over Printed Name)

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

1. Proper way for erasures

12335
123434 } Correction signature
2 lines

2. Standard way of writing date.

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