



Date: September 19, 2020

To: Habal, Norberta C.
EN No.: EN69-0937
No. of Offence: 2nd

From: Human Resources and Administrative Dept.
Re: As stated

Based on incident reported on August 24, 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:

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input checked="" 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,

Hazel B. Rocha Olan
HAZEL B. ROCHA OLAN
PROJECT SUPERVISOR

Received by:

Chabal
SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM	
NAME:	Habal, Norberta
EN No.:	ENG 9-0937
VIOLATION:	Not following SOP
SUSPENSION DATE:	Oct. 16-17
RETURN DATE:	Oct. 18
RETURN SHIFT:	DS
SHIFT/SCHEDULE:	DS
PD/LINE:	PD4
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok raling sa suspension kuhanin ang ID sa Coordinator bago mag Bam	

Chabal
Employee Signature
A. [Signature]
Production Supervisor
Katherine O. Cabrera
Production Manager

NOTICE TO EXPLAIN

DATE: September 19, 2020
EMP NAME: Habal, Norberta
POSITION: _____

PROJECT: FURUKAWA
EMP NO: ENG9-0937 DEPT: PD4
SUPERVISOR: _____

As your immediate supervisor, I am putting you on notice that because, upon the investigation, you allegedly violated the following provision of the One Source General Solutions Inc. Code of Discipline (see attached Incident Report (HRF006-01)).

(Cite Code of Discipline provision here)

August 24, 2020

(See attached Incident Report, if applicable)

Not following company (standards, operating procedures, work instruction and practice)
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
<u>3.2.14</u>	<u>2nd</u>	<u>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:

Yung sa check shut sa nakagyan ko sa ng circle
ay dapat po ay x kasi di pa sa nakakabit ng
label pero yun namon po ay nakabi na di pa lang
kinakabit.

Note: You may use an extra sheet as needed.

eHabal

Employee Signature and Date

(To be filled up by your supervisor 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 3.2.14 provision in the One Source Code of Discipline.

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- ☐ Written Warning
☒ 2 days suspension
☐ 30 days suspension

- ☐ 1st day suspension and warning or
☐ 30 days suspension
☐ 30 days suspension and warning or
☐ 30 days suspension and warning or

☐ For Record Only

HABAL NORBERTA OCHOA
Immediate Supervisor (Signature over Printed Name)

Noted by:

Manager: HE R. Adnan (Signature)

1. Proper way for enlosures

2. Standard way of writing date

3. Standard way of writing name

I-ALERT WRITTEN EXPLANATION

Control No: FMP-11A-2008-2001

AGENCY

Please Specify: One Source

Name: Abel, Norberto
 Position: Associate
 ID Number: ENL-0037
 Batch No.: 274
 Car Model/Line: 5120L 12R / 5127

Process: Solo-Asst
 Group/Shift: HL-R
 Date/Time: Aug. 24, 2020 / 11:18
 No. of Offense: 1st
 Superior Name: N. MOLCOSO

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Non-compliance Reference/Document Control Number:

FMP-WI-PRD-SA-043

Details of Audit Findings:

Incorrect fill-up checklist
No sample picture attached with mark as OK on checklist for oil terminal guide system type of construction and PC

WRITTEN EXPLANATION

Nalagayan ko po ng waste disposal ay x para yan naman
po ay nasa ibang lugar nakakabit.

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
 Date: 8-28-20

[Signature]
 Jr Staff
 Date: 8-27-20

[Signature]
 Staff
 Date: 8/27/20

[Signature]
 Supervisor
 Date: 8-27-20

[Signature]
 Manager
 Date: 8/28