

Date: September 19, 2020

To: Habal, Norberta C.  
EN No.: EN69-0937  
No. of Offence: 1st

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

Based on incident reported on August 20, 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 checked="" type="checkbox"/> Written Warning	<input 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 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. OLAN**  
PROJECT SUPERVISOR

Received by:


  
**SIGNATURE OVER PRINTED NAME**

Figure 1

FILE NO.

DEPT: PD4

on date/time at location if appropriate

Provision/Policy	Ordinal No. of Offense <del>within the governing contract</del>	Disciplinary Action Per Code of Discipline
3-2.14	1st	Written Warning

### Employee's Expectation :

nagawa ko lang po mag advance invention dahil wala  
po kaming kopya nala pang mali layout. Alam ko pang  
mali yun paren kaya na po di ko na po sumitin

Note: You may use an extra sheet as needed.

**Employee Signature and Date**

It's the third way the Chinese are doing it.

**Superior's Recognition:**

in writing, we find that you violated the 3.2.14 provision in the One Source Code of Discipline.

www.vsbw.com

### References

2010年12月10日 星期五 晴

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(immediate Supervisor (Signature over Printed Name))

3. Proper way for prayers

Figure 1. The effect of the concentration of the *Agrobacterium* suspension on the transformation efficiency of *Agrobacterium* strains.

# I-ALERT WRITTEN EXPLANATION

Control No: FAIR 1A-2008-1270

☐ FAS

☐ AGENCY

Please Specify: onesource

Name: Norbeta Habal  
 Position: Associate  
 ID Number: 2469-0937  
 Batch No: 274  
 Car Model/Line: Suzuki 42R/5137

Process: Sub assembly  
 Group/Shift: As-B  
 Date/Time: Aug-20, 2020/ 9:30  
 No. of Offense: 1st  
 Superior Name: P. Sanchez

<u>R. Dugay</u> Audited By:	<u>Schaerndie K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document Control Number:

FAIR- NI- PRD- 5A-043

## Details of Audit Findings:

associate conduct advance insertion not following Sop  
of wires on conn. SG -10N-13M wire color: G/W/B/P

## WRITTEN EXPLANATION

Magister: Isa lang po mag advance insertion dahil wala po  
kaming hepper wala pang mai-lay out Alam ko pang mai yun  
para sa ta po di ka sa po union.

## REMARKS/ EVALUATION

☐ I-Alert written only

☐ Agency/FAIR Written Only (based on handbook)  
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Habal</u> Employee Date: <u>8-25-20</u>	<u>Schaerndie K. Hernandez</u> Jr Staff Date: <u>8-25-20</u>	<u>P. Sanchez</u> Staff Date: <u>6/25/20</u>	<u>for Rmt</u> Supervisor Date: <u>8/20/20</u>	<u>Jumpa</u> Manager Date: <u>8/29/2020</u>
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