

GENERAL SOLUTIONS  
Innovating Service Quality

RECOMMENDATION FORM

NAME: Pechada, Rhondel June T.  
EN No.: EN69-2015  
VIOLATION: Not following SOP  
SUSPENSION DATE: November 6 - Nov 7  
RETURN DATE: Nov. 9  
RETURN SHIFT: DS  
SHIFT/SCHEDULE: DS

Employee Signature  
J. Pechada  
Production Supervisor

Production Manager  
V. Lopez

PD/LINE:  
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok  
galing sa suspension kuanin ang ID sa Coordinator bago mag 7am.

Date: September 19, 2020

To: Pechada, Rhondel June T.  
EN No.: EN69-2015  
No. of Offence: 2nd

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

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 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 Pechada  
PROJECT SUPERVISOR

Received by:

Rhondel June T. Pechada  
SIGNATURE OVER PRINTED NAME

EMPLOYEE  
EMP NAME:  
POSITION:

9-19-20  
Pechada, Rhonda/

PROJECT: FURUKAWA  
EMP NO: EN692013 DEPT: P04  
SUPERVISOR:

As your immediate supervisor I am putting you on notice that based on preliminary investigation, you allegedly violated the following provision in the One Source General Sanctions Inc. Code of Discipline: see attached procedure Report (HRF005-01).

[Cite Code of Discipline provision here]

August 25, 2020

At (place) of (location, 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:

| Sanction/Action | Ordinal No. of Offense<br>(within the progression period) | Disciplinary Action per Code of Discipline |
|-----------------|---|--|
| 3-2-14          | 2nd   | Suspension                                 |

Please advise this action (up to 5 days after receipt of this notice of your written explanation, reasons, and justification) as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation:

I Rhonda June T. Pechada would like to apologize for not following the right procedure or SOP sorry for not filling the minor defect details, that time our hanger is full of hangers that's why we focused on inspection and forget the minor details of defect. I promise that I will follow the right procedure and remember what checklist we need before we start the inspection.

Note: You may use an extra sheet as needed.

  
Employee Signature and Date  
09/19/20

(To be filled up by the Supervisor and only)

Superior's Recommendation:

As your immediate supervisor I am putting you on notice that after a thorough investigation, presumed defense, 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:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Written Warning             | <input type="checkbox"/> 15 day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 2 day Suspension | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 30 day Suspension           | <input type="checkbox"/> Not Recommended                            |   |

  
HAZEL ALABACA OLAN  
Immediate Supervisor (Signature over Printed Name)

Noted by: \_\_\_\_\_  
Manager, HR & Admin Department

1. Proper way for closure:

2. Standard way of writing date:

ex. 2019-07-14 (year-month-day)



# I-ALERT WRITTEN EXPLANATION

Control No: FMP-1A-2008-2059

Case Specify: One Source

|                                   |                                   |                                 |
|-----------------------------------|-----------------------------------|---------------------------------|
| <u>[Signature]</u><br>Audited By: | <u>[Signature]</u><br>Checked by: | <u>[Signature]</u><br>Noted By: |
|-----------------------------------|-----------------------------------|---------------------------------|

Position: Peckach, Rhondel Process: Apprentice  
 ID Number: Assoc. inc Group/Shift: HS - B  
 Batch No.: 200 Date/Time: Aug. 25, 2020 / 11:11  
 Car Model/Line: 2015 FORD / 5127 No. of Offense: 1st  
 Superior Name: P. Sanchez

Non-compliance Reference/Document Control Number:

FMP-WT-FPD-P-007

Details of Audit Findings: Not following SOP

Not including final security process Minor defect record when encountered insufficient time

## WRITTEN EXPLANATION

I Rhondel June T. Peckach would like to apologize for not following the right procedure or SOP sorry for not filing the minor defect details, that time our hanger is full of harness that's why we focused on inspection and forgot the minor details of defect. I promise that I will follow the right procedure and remember what checklist are we need before we start the inspection.

## 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).

|   |   |   |  |  |
|---|---|---|--|--|
| <u>[Signature]</u><br>Employee<br>Date: <u>08/28/20</u> | <u>[Signature]</u><br>Jr. Staff<br>Date: <u>8/28/20</u> | <u>[Signature]</u><br>Staff<br>Date: <u>8/28/20</u> | <u>[Signature]</u><br>Supervisor<br>Date: <u>8/28/20</u> | <u>[Signature]</u><br>Manager<br>Date: <u>9/3/2020</u> |
|---|---|---|--|--|