

DATE OF SUSPENSION: March 15-16, 2021

DATE RETURNED TO WORK: March 17, 2021

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO

SIGNATURE OF EMPLOYEE: [Signature]

APPROVED BY: S. ADRIANA
IMMEDIATE SUPERVISOR

CLIENT'S MANAGER: [Signature]

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

NOTICE OF DECISION

Emp. No. BF-39348 Date Prepared _____

Employee Name Diaz, Emilyn Case Ref. No. F-2021-02-0488

Position Production Associate Employment Status P NOBI

Dept/Section PDI /section 1 (SM)

Details of Offense:

Article No. VIII

Section No. VII

Article Code C

Article Description Failure to follow business standards operation procedures, work instruction or work practices which may or may not result to damage of company Property

Nature of Offense OFFENSES AGAINST WORK / BUSINESS STANDARDS

Number of Offense 1st offense

Applicable Penalty SUSPENSION

Incident Summary

NOT USING COT JIE DURING PROCESS RESULTING TO LOT OUT DEFECT (DAMAGED INSULATION) dated on January 15, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☐ Written Warning
☒ Suspension Without Pay for

1 days starting from March 15 to 16

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

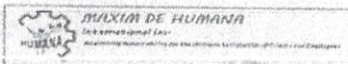
Prepared by: [Signature]
Emil L. OSORIO

Approved by: [Signature]
FURMAN / K. K. K. K. K.

Received by:

[Signature] Feb-8, 21

Employee Signature/Date



NOTICE TO EXPLAIN

		DATE	02-08-21
EMP. NAME	DIAZ, EMALYN	CASE NO.	F-2021-02-0488
POSITION	Production Associate	EMP. NO.	BF-39348
CLIENT	FAS	DEPT/SEC	PD1 / section J

You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.

Alleged Violation (s): (please indicate all possible infractions)

Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	C	OFFENSES AGAINST WORK / BUSINESS STANDARD	1	suspension

Specifically and in detail the infraction was:

Based on the submitted Incident Report/document:

Attachment (if any):

Prepared by	Noted by:
Emie L. OSORIO	

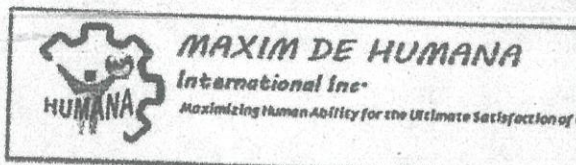
Employee's Acknowledgement

Signature/Date/Time
Feb 9, 2021

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



03/15/21
DATE OF APPLICATION

NOTED BY: *[Signature]*
D. V. E. ARZU
IMMEDIATE SUPERVISOR

APPROVED BY: *[Signature]*
W. R. O. R.
CLIENT'S MANAGER

EXPLANATION FORM

Date: February 08, 2021

MEMORANDUM CONTROL NO. F-2021-02-0488

Details of Explanation

Ako po si Emelyn sa aking hindi pag gamit ng cor ay maraming defect ang aking nagawa dahil may damaged na ang cor hirap na po akong gamitin basta ko na lamang pinasok ang cor.

Ako po ay pag-angangakong gagamit ng cor jig sa tuwing mag preprocess kung sakaling may defect ay iinform ko po agad sa superior para mapalit.

May Feb-02-21
Signature over Printed Name

Received by:

[Signature]
Emie L. Dsonio

MDHII Coordinator


Admin Officer

Noted by:

[Signature]
Branch Manager

Branch Manager

MDHII Remarks:

 **MASTER COPY**

Copy No. 1/10

DC N/A

Date N/A

VALID ONLY if it is RED

WRITTEN EXPLANATION

Name: Diaz, Emelyn N (Involved)

Violation: Not using COT Jig resulting to lot out defect (damaged insulation)

Line 5H1

Ako po si Emelyn sa aking pag hinde pagamit ng COT ay nagkaroon ng maraming defect ang aking dinawa dahil sa hirap akong gamitin ang COT ang ay basta ko po na lamang sinuot ang COT.

Ang dapat na tamang gawin ay gumamit ng COT para dina magkakaroon ng defect.

Bakit nahinirapan kang gamitin ang COT jig?
nahinirapan po akong gamitin dahil sira ang COT jig. Ang dulo po ng COT ay bukan na.

COUNTERMEASURE:

Ako po ay pagagawa mula ngayon ako ay gagamit na ng COT at upang dina muli maulit ang ganung pangyayari.

[Signature]
EMPLOYEE

[Signature]
STAFF

—
JR. STAFF

[Signature]
S. [Signature]
SUPERVISOR