

DISCIPLINARY ACTION MEMORANDUM

DATE : September 13, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Alicbusan, Victoria

EMPLOYEE NO.: AEFL19580

DEPARTMENT : PD2/ D01L INITIAL

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: NOT FOLLOWING SOP

Associate conduct advance putting of silicon on cap due to priority.

Remarks: 42 caps already have silicon

Audited by I- ALERT (March 11, 2020)

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In line with this, you are hereby given 3(three) days suspension for the said violation of our Employee Code of Conduct

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: CUEVAS, DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

V. Alicbusan
Alicbusan, Victoria

Employee's Signature over Printed Name/Date 09/13/20

NO. OF OFFENSE:

DATE OF SUSPENSION:

RETURNED TO WORK:

RECOMMENDATION

1st offense

Sept. 28, 29, 30

Oct. 1, 2020

V. Alicbusan

SIGNATURE OF EMPLOYEE

211

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548 (Globe) | 0918-279-3598 (Smart)

To : Alicbusan, Victoria
Position : Production Associate
ID Number : AEFL19580
Client Company : FALP
Date : September 13, 2020,
Re : NOTICE TO EXPLAIN

Dear Ms, Alicbusan,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: NOT FOLLOWING SOP

Associate conduct advance putting of silicon on cap due to priority.

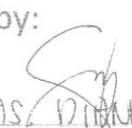
Remarks: 42 caps already have silicon


Audited by I- ALERT (March 11, 2020)

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:


CUEVAS, DIANA ROSE
Supervisor/Dept. Head

Received by:

VICTORIA ALICBUSAN

Signature Over Printed Name

Date/ Time: 09/16/20

Shift & Group	DS/A
Car Maker/ Model	Daihatsu D01L
Line No	Initial
Name	Victoria Alicbusan Rentillosa Carla
ID No.	ALFL19580/18PK282/9
Batch No.	279/239
Process	Silicon Injection
FAS or Agency: specify	Onesource/PKIMT
Person informed	R.Pita
Audited by:	M.Murillo
Reason/Risk:	
Audit Details	
Not following SOP	
Associate conduct advance putting of silicon on cap due to priority	
Remarks: 42 cans already have silicon	



I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-1A-2003-9103

AGENCY

Please Specify: Chresource

<i>G. Magadia</i>	<i>K. Hernandez/J. Reyes</i>	<i>G. Magadia</i>
Audited By:	Checked by:	Noted By:

Name: Victoria Alibusan
Position: Asst. Dir.
ID Number: AEFL 10580
Batch No.: 279
Car Model/Line: Renault DUL/Initial

Process: Silicon Injection
Group/Shift: DSA
Date/ Time: March 11, 2020/2:30
No. of Offense: 1st offense
Superior Name: R. Pina

Non-compliance Reference/Document
Control Number:

FALP-WI-ENG-SI-017

Details of Audit Findings:

Not following SOP. Appropriate conduct advance putting of silicon on cap due to priority. Remarks: 42 caps already have silicon

WRITTEN EXPLANATION

Ako po ay na audit sa kadahilatang nag-over bukten ng cap na may silicon kaya po kami ay nag-buffer kasi iyang icang machine po ay nagica icang machine lang po ang gumagana tatlo po kaming nagta-tape hoong araw na iyon. Hina' na po nauulit.

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).

<i>Victoria Alibusan</i> Employee Date: June 20, 2020	<i>R. Pina</i> Staff Date: June 29, 2020	<i>R. Pina</i> Staff Date: 6/29/20	<i>R. Pina</i> Supervisor Date: 7/3/2020	<i>R. Pina</i> Manager Date: 6/29/20
---	--	--	--	--

Recommendation:

V. Alibusan

Employee's Signature

EXPLANATION SHEET

Employee: Alibuyan, Victoria

Company Assigned: Eumakaya

Position: Operator

Date Hired: Aug 21, 2020

120

Incident/Accident:

Description: (Use additional page if necessary)

Ako po ay na-audit sa kadalihanang nag-over buffer na cap ng
silindang karga po ako nag-buffer kasi iyang isang machine po ay
isang machine lang po ang gumagana tapos po kaniyang nagtatape
araw na iyon
Hindi na po na-audit

Nag po ganun siaguraduhin po kamin na kadal iyang wire bag ayaka
buffer iyang wire iyang cap bag po.

Alibuyan

Employee's Signature

Recommendation:

