

DISCIPLINARY ACTION MEMORANDUM

DATE : October 30, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Medallada, Andrea P.

EMPLOYEE NO.: AEFL20423

DEPARTMENT : PD5/ HONDA TKRA 3130

SHIFT: B

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 not doing one under taping on branch resulting to re-checking and pull out of harness.

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 8 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:

JECEL MAGSINO
AEM COORDINATOR/SUPERVISOR

NOTED BY

ARLYN M. ALCARAZ
AEM SUPERVISOR

Medallada, Andrea P.

Employee's Signature over Printed Name/Date

Medallada, Andrea P.

RECOMMENDATION FORM	
NAME:	<u>Medallada, Andrea</u>
EMPLOYEE NO.:	<u>AEFL 20423</u>
VIOLATION:	<u>IV Performance/Work/Attitude</u>
SUSPENSION DATE:	<u>Nov. 9, 10, 11</u>
RETURN DATE:	<u>Nov. 12, 2020</u>
RETURN SHIFT:	<u>DS</u>
SHIFT/SCHEDULE:	<u>PD5/HondaTKRA 3130</u>
PD/ LINE:	<u>PD5/HondaTKRA 3130</u>
EMPLOYEE SIGNATURE	<u>[Signature]</u>
PRODUCTION SUPERVISOR	<u>[Signature]</u>
PRODUCTION MANAGER	<u>[Signature]</u>

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

To : **Medallada, Andrea P.**
Position : **Production Associate**
ID Number : **AEFL20423**
Client Company : **FALP**
Date : **October 30, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Medallada,

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 not doing one under taping on branch resulting to re-checking and pull out of harness.

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:

JECELYN MAGSINO
Supervisor/Dept. Head

Received by:

ANDREA P. MEDALLADA

Signature Over Printed Name

Date/ Time: 11/03/20

October 30,2020

Dear Maám/Sir,


Good Day!


We are requesting to issue IR for Ms.Andrea Medallada, for not following SOP,which is not doing one under taping on branch, that resulted to rechecking and pull out of harness.

Kindly see attached written explanation of the affected associate.

Also, please take immediate action for this matter.

Thanks and Regards,

 10/30/20
Lovely Grace C. Agdan
Acting Staff

Noted by:
 10/30/20
Angelica Vergara
Supervisor

Approved by:

Maria Julie Sabido
Asst. Manager

WRITTEN EXPLANATION

Name: Andrfa P. Nizalalada (AEFI 20490)

Date: 10-30-20

Violation: missing one under on branch

Line 3031 Honda TAY

Nakagawa po ako ng major defect sa aking pag-aassy. Sa aking pong pagmamadali sa pag-aassy ay nagawa ko po ang missing one Round under on branch before combine sa kadahilananang gusto ko pong matarget ang per hour na $1\frac{1}{5}$. Ako po ay humihingi ng pasensiya na hindi na muling gagawin ang maling process at susundin ko na po ang tamang process na itinuro ng aking Leader at Expert.

Nagawa ko po ito nung Oktubre 29, 2020 TTA-000, ang Assy Date, po na ginagawa namin ay Oktubre 28, 2020

A. Anglido
JR.STAFF

L. B. Agdon
STAFF

A. Xingira
SUPERVISOR

[Signature]
ASST. MANAGER

Issue penalty
resulted to pull out
rechecking
of house ss.

EXPLANATION SHEET/COUNTERMEASURE SHEET

Employee:

Company Assigned:

Position: Associate

Date Hired: September 16, 2020

Date: 11/03/20

Date of Incident/Accident: 10/30/20

Details of Explanation: (Use additional page if necessary)

Hindi po ako nakapag one Round under one branch ^{before combine} sa pag-aasy
sa pagmamadali ko po na matarget ang 14 per hour.

Details of Countermeasure: (Use additional page if necessary)

Susundin ko na po ang Hinuro ng aking Leader, Expert sa
pagpaprocess.

Recommendation:

ANDREA P. MEDALLA

Employee's Signature