

Branch Office:
Unit 2, Romanville Commercial Bldg., San Francisco, Malabar, Davao City
Telephone (Home): 0915-000-0000 (Globe) / 0915-000-0000 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : November 5, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Rodriguez, Aira Mae M.

EMPLOYEE NO.: AEFL18260

DEPARTMENT : PD5/HONDA 3114

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: Non-compliance or failure to follow the standard procedure in inspecting the product.

Inspector did not compare nameplate vs. polycard.

Audited by I-Alert

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 **1 Day 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: Brinda M. Huelgas
AEM COORDINATOR/SUPERVISOR

NOTED BY : May Marjorie S. Tabunan
AEM ASSISTANT GENERAL MANAGER

Rodriguez, Aira Mae M.
Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
RECOMMENDATION:	1 Day Suspension
	Nov. 12
ACKNOWLEDGE BY:	
MANAGER	<u>[Signature]</u> Signature Over Printed Name/ Date



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

To : **Rodriguez, Aira Mae M.**
Position : **Production Associate**
ID Number : **AEFL18260**
Client Company : **FALP**
Date : **November 5, 2019**
Re : **NOTICE TO EXPLAIN**
Dear Ms. Rodriguez,

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: Non-compliance or failure to follow the standard procedure in inspecting the product.

Inspector did not compare nameplate vs. polycard.

Audited by i-Alert

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:


B. Hulgas

Supervisor/Dept. Head

Received by:


AIRA MAE M. RODRIGUEZ

Signature Over Printed Name

Date/ Time: Nov. 06 2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Aira Mae M. Rodriguez

✓ Company Assigned: FAS

✓ Position: Associate

✓ Date Hired: August 06 2018

✓ Date: Nov. 06 2019

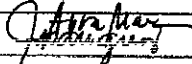
✓ Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓
I, Aira Mae M. Rodriguez, Appearance inspector of Honda 3114 caught of
I alert for didn't following of standard procedure in inspecting the product
which is (Nameplate vs. polycard)

Details of Countermeasure: (Use additional page if necessary)

✓
My counter measure is, I will follow the procedure or rules of inspecting a
harness. If I don't know one of the SOP of inspecting, I will ask or
question my line leader or staff.

✓

Employee's Signature

Recommendation:

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1969-1361

☒ AGENCY

Please Specify: ADD EVEN

<u>V. Balle</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Rodriguez, Ana
Position: Associate
ID Number: HEFL1826D
Batch No.: 229
Car Model/Line: Honda 13114

Process: Appearance
Group/Shift: B. lbs
Date/ Time: 09.22.19 11:40pm
No. of Offense: 1st
Superior Name: G. Magadia

Audit Findings: Non-compliance or failure to follow the standard procedure in
Details: inspecting the product

2) Inspector did not compare nameplate vs. placard.

WRITTEN EXPLANATION

I, Ana, Mae Rodriguez, Appearance Inspector of Honda 3114 caught of
I-alert for did not following of standard procedure in inspecting
the product which is (nameplate vs. placard)

My counter-measure is, I will follow the rules of inspecting a
harness. If I don't know one of the SLP of inspecting, I will
ask or question my line leader or staff so that I can follow
it.

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>10-07-19</u>	<u>[Signature]</u> In Staff Date: <u>10-07-19</u>	<u>[Signature]</u> Staff Date: <u>10-07-19</u>	<u>[Signature]</u> Supervisor Date: <u>10/6/19</u>	<u>[Signature]</u> Manager Date: _____
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