

DISCIPLINARY ACTION MEMORANDUM

DATE : September 25, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Tamagos, Jelyn P.

EMPLOYEE NO.: AEFL20242

DEPARTMENT : PD5/ HONDA TKRA 3126

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 ON INSERT PULL METHOD

Associate did not conduct pull of wire on connector HSE- 2F during insertion process.

Audited by I-ALERT (September 4, 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 6 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

Tamagos, Jelyn P.

Employee's Signature over Printed Name/Date

Jelyn P. Tamagos 10-09-2020

RECOMMENDATION FORM

NAME:	<u>Jelyn Tamagos</u>	EMPLOYEE SIGNATURE
EMPLOYEE NO.:	<u>AEFL20242</u>	
VIOLATION:	<u>1st offense</u>	
SUSPENSION DATE:	<u>OCT 26, 27, 28, 29, 30, 31</u>	
RETURN DATE:	<u>NOV. 03, 2020</u>	PRODUCTION SUPERVISOR
RETURN SHIFT:	<u>DS</u>	
SHIFT/SCHEDULE:	<u>DS</u>	
PD/ LINE:	<u>PD5 3126</u>	PRODUCTION MANAGER

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

To : **Tamagos, Jelyn P.**
Position : **Production Associate**
ID Number : **AEFL20242**
Client Company : **FALP**
Date : **September 25, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Tamagos,

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 ON INSERT PULL METHOD

Associate did not conduct pull of wire on connector HSE- 2F during insertion process.

Audited by I-ALERT (September 4, 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:

WELLS, DONNA ROSE
Supervisor/Dept. Head

Received by:

JELYN TAMAGOS

Signature Over Printed Name

Date/ Time: 10-09-2020 / 1:45

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2009-3042

☒ AGENCY

Please Specify: addeven

<u>J. Sevilla</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Jelyn Tamagos Process: Lay-out
Position: Associate Group/Shift: DS/10
ID Number: AEFL20242 Date/ Time: Sept. 4, 2023/09:10
Batch No.: 316 No. of Offense: 1st offense
Car Model/Line: honda/sbl Superior Name: E. Belo

Non-compliance Reference/Document
Control Number:

HRLUA - 2015-01-14

Details of Audit Findings:

Non- Compliance on Insert Pull Method. Associate did not conduct pulling of wire on conn. HSE-2t during insertion process.

WRITTEN EXPLANATION

Ako po si Jelyn Tamagos naaudit po ako sa kasalanang hindi po ako nang apply ng insert pull method sa kadalasang kailangan ko po magdouble time sa mga panahon na iyon. Nagbase lang po ako sa click na narating ko na para sa akin yun ay lasered na ng magas pero mali parin. Promise ko po hindi na mauub.

CM: Mag apply na po ng insert pull method sa kada insert ko ng wire sa connector para masigurado na hindi ito TPD at makainsert ito ng magasp.

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> Employee Date: <u>09-06-20</u>	<u>[Signature]</u> Jr Staff Date: <u>9/6/23</u>	<u>[Signature]</u> Staff Date: <u>9/6/23</u>	<u>[Signature]</u> Supervisor Date: <u>9/15/23</u>	<u>[Signature]</u> Manager Date: _____
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Jelyn Tamagos

Company Assigned: Pintaawa

Position: Production Associate

Date Hired: June 17 2020

Date: 10-09-2020

Date of Incident/Accident:

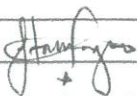
Details of Explanation: (Use additional page if necessary)

Ako po si Jelyn Tamagos, ako po ay hindi nakapag insert pull non
kasi delay po ang station ko dahil sa para ako magmadali sa pag insert.
Hanggang sa natalimutan ko arin maginsert at natita po ako ng T alert.

Details of Countermeasure: (Use additional page if necessary)

Di ko na po natalimutang mag insert pull dahil po magmamadali. lagi ko po
isiguaraduhin na walang kulang sa mga ginagawa ko sa line at lagi nasa
tama upang walang damage ang mga gawang kong product o para maiwasan
ang NE.

Recommendation:



Employee's Signature