

Branch Office:

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

DISCIPLINARY ACTION MEMORANDUM

DATE : March 29, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : **Capili, Jhonalyn**

EMPLOYEE NO.: AEFL20636

DEPARTMENT : QUALITY ASSURANCE FINAL

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: Incomplete fill up of sticking sample and pulling strength.
Audited ^{Feb} (Mar. 26, 2021)

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 Written Warning 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: CUEVA, DINA ROSE
AEM COORDINATOR

NOTED BY : **ARLYN M. ALCARAZ**
AEM SUPERVISOR

Capili, Jhonalyn

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM

NAME:

Capili Jhonalyn

EMPLOYEE NO.:

AEFL20636

NO. OF OFFENSE:

3rd offense

SUSPENSION DATE:

-

RETURN DATE:

-

RETURN SHIFT:

-

SHIFT/SCHEDULE:

-

PD/ LINE:

art

EMPLOYEE SIGNATURE

IMMEDIATE SUPERVISOR

MANAGER



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To : **Capili, Jhonalyn**
Position : **Production Associate**
ID Number : **AEFL20636**
Client Company : **FALP**
Date : **March 29, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Capili,

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).

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Audited (Mar. 26, 2021)

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:

QUEVEDO, DIONISIO RUIE
Supervisor/Dept. Head

Received by: Jhonalyn E. Capili

Signature Over Printed Name

Date/ Time: 03/29/2021

QA-QC INITIAL WRITTEN EXPLANATION

NAME: Therilyn Capili
 I.D. Number: AEFC 20676

Date/time: 02-20-2021

DEFECT NAME/VIOLATION:

Incomplete fill up of shocking crample and pulling strength.
(name, CW and q.a signature.)

EXPLANATION:

ang pagkakataon ko hindi po kasi ako ang nagsulat nagcheck ng strip.
ang pagkakataon ko po kasi kung sino yang nakapirma sa strip sya din po
ang papiinsa sa qa signature. hindi ko po talaga alam. ang pagkakamali ko
lang po hindi ko po naitanong sa jr. staff ko kasi po naitan ko na ang
pansin ko sa pag-inspect naging abala na po ako baya po hindi ko na naalala
na itanong sa jr. staff

COUNTERMEASURE:

aalamin ko pa po lahat ng hindi ko pa alam about po sa process
ko hindi na din po ako matakalmist ser na magtanong sa jr. staff.

Prepared by:

Therilyn E. Capili

Reviewed by:

J. S. Pines
 Assigned Jr. Staff

J. S. Pines
 Assigned Staff

A. Canoon

Assigned Line Patrol

Noted by:

J. Caguitla / J. Badillo
 Supervisor

REMARKS: (For line patrol audit please indicate if how many time the inspector audited)

☐

1st Time

☒

others: _____

☐

2nd Time

Please Indicate previous violation:

Violation:

Violation:

Date:

Date:

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: CAPILI, JHONALYN E.

Company Assigned: FURUKAWA

Position: O.A INITIAL

Date Hired: 11/21/2020

Date: 02/26/2021

Date of Incident/Accident: 02/26/2021

Details of Explanation: (Use additional page if necessary)

Hindi po kasi ako ang nagcheck ng strip. ang pagkakatapos ko po kasi kung sino yung nakapirma sa strip ay sya din po ang ipirma sa QA signature. Hindi ko po talaga alam. And pagkakamali ko lang po ay hindi ako nagtanong sa Jr. Staff ko. kasi po natunon ko na ang kumit na sa pag-inspect naging abala na po ako kaya po hindi ko na naabala na itanong sa Jr. Staff ko.

Details of Countermeasure: (Use additional page if necessary)

Alamin ko pa po bawat ng hindi ko pa alam sa abala po sa process ko. Hindi na din po ato matakalimot na magtanong sa Jr. staff.


Employee's Signature

Recommendation: