



Branch Office:
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DISCIPLINARY ACTION MEMORANDUM

DATE : September 13, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Morados, Liza

EMPLOYEE NO.: AEFL19023

DEPARTMENT : PD2/ DAIHATSU 2104

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

Advance insertion on connector ASZ-12-F-B: WIRE color: Vi/, W/

Audited by I- ALERT (March 13, 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 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: CUTUAS, RUTH ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : Arlvin M. Alcaraz
AEM SUPERVISOR

Morados, Liza

Employee's Signature over Printed Name/Date

RECOMMENDATION

NO. OF OFFENSE: 1st offense

DATE OF SUSPENSION: Oct. 6, 7, 8

RETURNED TO WORK: Oct. 9, 2020

APPROVED BY:

[Signature]
SIGNATURE OF EMPLOYEE

[Signature]
IMMEDIATE SUPERVISOR

[Signature]
CLIENT MANAGER



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

To : Morados, Liza
Position : Production Associate
ID Number : AEFL19023
Client Company : FALP
Date : September 13, 2020
Re : NOTICE TO EXPLAIN

Dear Ms, Morados,

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

**Advance insertion on connector ASZ-12-F-B: WIRE color: Vi/, W/
Audited by I- ALERT (March 13, 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 DIANE ROSE
Supervisor/Dept. Head

Received by:
Liza G. Morados
Signature Over Printed Name
Date/ Time: 09-16-2020

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP-1A-2003-1023

AGENCY

Please Specify: ONE SOURCE

#5 Nitora Audited By:	K. Hernandez/J. Reyes Checked by:	G. Magadia Noted By:
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Name: Norados, Liza
Position: Associate
ID Number: AFT19023
Batch No.: 246
Car Model/Line: Daihatsu 2106

Process: Sub assy
Group/Shift: NSB
Date/ Time: March 13, 2020 / 8:57
No. of Offense: 12
Superior Name: J. Morales

Non-compliance Reference/Document
Control Number:
FAIP-WI-PRD-SA-043

Details of Audit Findings:

Not following SOP
Conduct advanced insertion on conn. Ast-121-B, Wire Color: V1/W

WRITTEN EXPLANATION

Ako po si Liza Morales ay malugod na humihingi ng payamanhin dahil sa aking hindi pag-sunod sa SOP at sa pag-advanced insertion na nang, kausap ko po, dahil sa sobrang delay ko sa at hindi po nag karani ng support ng araw na Yun, ako po, support lamang din sa line 6/06.

At kung sakaling mangyari ulit ang araw ay kahit na sobrang delay nako ay hindi ko na ulit gagawin ang hindi pos sunod sa SOP at advanced insertion.

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).

Liza C. Morales Employee Date: 07-14-20	Jenny Morales Jr Staff Date: 7/14-20	Liza C. Morales Staff Date: 7/14/20	S. Morales Supervisor Date: 7-14-20	G. Magadia Manager Date: 7/29
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PAG-ADVANCE INSERTION DINAL SA SOBANG PAG, KANAYAN KO NA LAMANG PANG MAG-ANDON SA. UPANG MAWASAN ANG PAG-KAKAMANG ITO.

Date & Time	March 13 2020/8:57	
Shift & Group	NS-B	
Car Maker/ Model	Daihatsu Merge	
Line No.	2105	
Name	Miguelito, J. J.	
ID No.	AFH19023	
Batch No.	246	
Process	Sub Assy	
FAS or Agency specify	Add Even	
Person informed	J. Morales	
Audited by	J. Vintora	
Reason/Risk:		
Audit Details		
Not Following SOP		
Advance insertion on connector AS7-12F B		
Wire Color: VI/ W/		

EXPLANATION SHEET

Involve Employee: LIZA G. NORADAS

Company Assigned: FURUKAWA

Position: ASSOCIATE

Date Hired: 01-14-2019

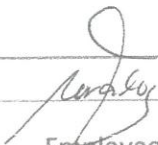
Date: 09-16-2020

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

AKO PO SI LIZA G. NORADAS AY HUMIHINGI NG PAUMAMAHIN DAPIL SA AKING PAG-ARUAN
INSERTION DAPIL SA SOBONG DELAY. AT SUPPORT LAMANG PIN PO AKO SA LINE NGAYON
DAPIL SA SOBONG DELAY KUNA PO KAYA KO LAMANG PO IYON NAGAWA. HUMIHINGI PO
AKO NAONG NG SUPPORT DAPIL HUMA KONA DEKO LUNA NILA AKO BINIGYAN AT SINABI
PANG KAYA KS DAW. TAPAS NAONG DELAY NAKO. IMATANDONG KONG BAKIT DELAY AKO.
SOBONG DOWN TIME PO AKO SA PAG LALAGAY NG VO KAYA NAKIP KO PONG MAY-
ADVANCE PARA MAFK-AYON AT SA AYAW KUPIN MAPAGALITHAN UUT. IYON - PAUMAMAHIN PO
NYO ANG AKING PAG-KAKAMALI.

AT KUNG SAKALING MANGYARI PO UUT ANG GATAPAN AY HINDI KONA PO ULET GABAWIN AN
PAG-ADVANCE INSERTION DAPIL SA SOBONG DELAY. KAHAYAHAN KO NA LAMANG PANG MAG-
ANDON SILA. UPANG MAIWASTAN ANG PAG-KAKAMALING ITO.



Employee's Signature

Recommendation:
