

Branch Office:  
Unit 2, Romaville Commercial Bldg., San Fernando, Midway, Batangas  
Cellphone Number: 0915-432-6540 (Globe) | 0919-279-3598 (Smart)

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : July 26, 2019

**CLIENT: FURUKAWA**

**EMPLOYEE NAME** : Magtibay, Anna Marie

**EMPLOYEE NO.:** AEFL19278

**DEPARTMENT** : PDS/SUBARU

**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: Un-authorized Repair/ Hidden Repair.

### 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.

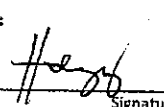
In line with this, you are hereby given 2 days suspension for the said violation of our Employee Code of Conduct

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

**PREPARED BY:**   
K. LOYOLA  
**AEM COORDINATOR/SUPERVISOR**

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

  
Magtibay Anna Marie  
**Employee's Signature over Printed Name/Date**

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	2nd offense - 2 days suspension August 5.6
Line	
Jr. Staff	Opti
Staff	
ACKNOWLEDGE BY:	
MANAGER	 8/2 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 : Magtibay, Anna Marie  
Position : Production Associate  
ID Number : AEFL19278  
Client Company : FALP  
Date : July 26, 2019  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Magtibay,

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: Un-authorized Repair/ Hidden Repair.

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:

  
K - LOYOLA

Supervisor/Dept. Head

Received by:

Anna Marie Magtibay  
Signature Over Printed Name

Date/ Time: 7/26/19

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Magtibay Anna Marie

Company Assigned: ✓

Position: Associate

Date Hired: May 2, 2019

Date: July 25, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Na half lock ang connector kaya po  
na itatry to dapat unlock ang connector kasi  
po kasi po hindi ko na po natatag ang aning  
jr staff kasi kulang na po kami sa operator.  
Naraning ginagawa ang aning jr staff kaya  
po hindi ko na po natatag ang aning jr staf.

Details of Countermeasure: (Use additional page if necessary)

Tatagasin ko na ang aning jr staff dahil  
po busy siya sa kanyang ginagawa upang  
hindi na maulit pa ang ating audit.

alam ko na po ang ating gaganan sa senod.

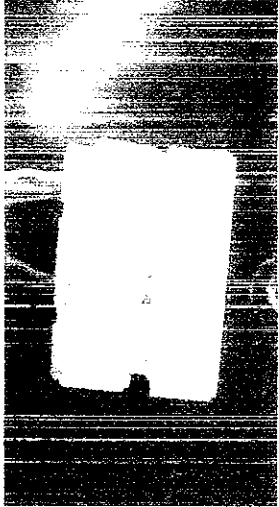
Recommendation:

Magtibay  
Employee's Signature

Car Model / Line No. Subaru / 7110  
Date / Time July 25, 2019 / 04:40am  
Name / ID No. Mat bay Anamane / AEFL192  
Shift / Group NS/B  
Batch No. 293  
Process Sub Assy Process  
FAS or Agency: specify Add Even  
Person Informed L Manjares  
Audited by L Catabaña  
Details

Un-authorized Repair/Hidden Repair  
Associate caught unlocking the connector due to  
encountered half lock connector.

Picture



Action Taken