

Branch Office:
Unit 2, Romanville Commercial Bldg., San Fernando, Malabar, Batangas
Cellphone Number: 0915-332-0448 (Globe) | 0918-279-3509 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 12, 2019 **CLIENT: FURUKAWA**
EMPLOYEE NAME : Cueto, Lyn Ann Marie B. **EMPLOYEE NO.:** AEFL18327
DEPARTMENT : PD5/SUBARU **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: NON-COMPLIANCE or failure to follow the standard operational procedure in inspecting the product.

Inspector did not follow the proper way of checking connector.

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 one (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: Brenda Joy M. Hedges
AEM COORDINATOR/SUPERVISOR

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

Cueto, Lyn Ann Marie B.

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FOR	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
	1 day suspension
	Oct. 28
RECOMMENDATION	
ACKNOWLEDGE BY: <u>[Signature]</u>	
MANAGER	
Signature Over Printed Name/Date	

Romanville Commercial Bldg., San Fernando, Malabar, Batangas
Phone Number: 0915-832-0548 (Globe) | 0918-279-3498 (Smart)

To : Queto, Lyn Ann Marie
Position : PD5
ID Number : AEFL18327
Client Company : FALP
Date : October 12, 2019
Re : NOTICE TO EXPLAIN

Dear Ms. Queto

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

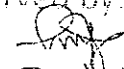
4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two year period.

Details: NON-COMPLIANCE or failure to follow the standard operational procedure in inspecting the product.
Inspector did not follow the proper way of checking connector

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. Huelgas

Supervisor/Dept. Head

Received by:


LYN ANN MARIE B. QUETO

Signature Over Printed Name

Date/ Time: 14-10-19 / 12:14pm

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee:

Cueto, Lynn Ann Marie

Company Assigned:

TAS

Position:

Associate

Date Hired:

Aug. 20, 2018

Date:

Oct. 14, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Lynn Ann Marie B. Cueto, Appearance ng Line 701 ay di sumunod sa SOP ng tagchedeck ng Connector. Sumagat na po ako sa SOP ng tagchedeck ng Connector para po maiwasan ko ang mga outflow sa Q.A pasenya na po. Sa sobra pang pagmamabili ko kasi po tambakan po kami. Di na po ito manulit

Details of Countermeasure: (Use additional page if necessary)

Sumunod na po sa SOP ng aking process.

Employee's Signature

Recommendation:

I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: ADD EVEN

Control No: FALP-1A-1909-1480

Name: Cucto, Lynn Ann Marie
 Position: Assoicate
 ID Number: AEFL18327
 Batch No.: 231
 Car Model/Line: Subaru/7101

Process: Appearance
 Group/Shift: A1NS
 Date/ Time: 09-25-19/09:00AM
 No. of Offense: 1st
 Superior Name: J. Atienza

<u>JR. Reyes</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the pro
 Details: Inspector did not follow the proper way of checking connector

WRITTEN EXPLANATION

Ako po si Lynn Ann Marie B. Cucto, Appearance po ng line 7101 ay
di suminod na SOP ng pagcheck ng Connector. Na suminod na po ako
sa SOP ng pagcheck ng Connector para po mainaman ko ang mga
outflow na sa QA Bin Pascarya na po.

Remarks/Evaluation

1 day suspension

<u>[Signature]</u> Signature of Employee Date: <u>09/27/19</u>	<u>[Signature]</u> Jr Staff Date: <u>9-27-19</u>	<u>[Signature]</u> Staff Date: <u>9/27</u>	<u>[Signature]</u> Supervisor Date: <u>9/28</u>	<u>[Signature]</u> Manager Date: <u>9/29</u>
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