

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 : April 17, 2021 **CLIENT: FURUKAWA**

EMPLOYEE NAME : Mendoza, Jonathan **EMPLOYEE NO.:** AEFL19150

DEPARTMENT : PD1/SEC 1 SUZUKI 5125 **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: 'Not following Andon Rule
Sub assy associate conduct turning off andon light on layout process
without permission of his Jr. Staff.

Audited by I- ALERT (Mar 14, 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: AEVIA, DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : Arlyn M. Alcaraz
AEM SUPERVISOR

Mendoza, Jonathan
Employee's Signature over Printed Name/Date
Mendoza, Jonathan S. 04/19/21

RECOMMENDATION FORM	
NAME: <u>Mendoza, Jonathan</u>	EMPLOYEE SIGNATURE <u>[Signature]</u>
EMPLOYEE NO.: <u>AEFL19150</u>	
NO. OF OFFENSE: <u>1st offence</u>	
SUSPENSION DATE: <u>-</u>	IMMEDIATE SUPERVISOR <u>[Signature]</u>
RETURN DATE: <u>-</u>	
RETURN SHIFT: <u>-</u>	
SHIFT/SCHEDULE: <u>-</u>	
PD/ LINE: <u>5125</u>	MANAGER <u>[Signature]</u>

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To : **Mendoza, Jonathan**
Position : **Production Associate**
ID Number : **AEFL19150**
Client Company : **FALP**
Date : **April 17, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Mr. Mendoza,

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 by I- ALERT (Mar 14, 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:

CUEVAS, DIANA ROSE
Supervisor/Dept. Head

Received by: Jonathan S. Mendoza

Signature Over Printed Name

Date/ Time: April 19, 2021 11:45 PM

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: add ren

Control No: FAIP- 1A-203-1463

Name: mendoza Jonathan
Position: Associate
ID Number: 19150
Batch No.: 251
Car Model/Line: azuki 121 5125

Process: lay out
Group/Shift: Dr-A
Date/ Time: March 14, 2021 9:00
No. of Offense: 1st
Superior Name: H. Reyes

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Non-compliance Reference/Document
Control Number:

FAIP- GL-WI-PAD-CI-058

Details of Audit Findings:

light on lay out process without permission of his Jr. staff. Not following Andora Rule 1 sub assy associate conduct turning off andon

WRITTEN EXPLANATION

Yung mga anan na yan
di ko nanan inasadya na makapatak ng undol
na pang-yanghi na yan. at mabigla ng ako sa

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>3/25/21</u>	<u>[Signature]</u> Jr Staff Date: <u>3-25-21</u>	<u>[Signature]</u> Staff Date: <u>3/25/21</u>	<u>[Signature]</u> Supervisor Date: <u>3-25-2021</u>	<u>[Signature]</u> Manager Date: <u>3/29/2021</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Mendoza, Jonathan S.

Company Assigned: Furukawa

Position: Associate

Date Hired: March 6, 2019

Date: 04/19/21

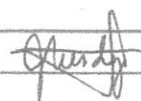
Date of Incident/Accident: 3/25/21

Details of Explanation: (Use additional page if necessary)

Ako po si Jonathan Mendoza
na audit dahil sa pagpapantay ng
under sa lay-out. At di ko
nalaman tingnadya ang pagpapantay ng
under at na bigla ang pagpapantay ng
sa pang gayaring igon.

Details of Countermeasure: (Use additional page if necessary)

Dahil na pang gayaring igon
ay ito susunod na pang gayaring igon
at na manulet ko ang pang gayaring
igon.



Employee's Signature

Recommendation:

