

Enrider
4-23



NOTICE OF DECISION

Emp. No. BF-18952 Date Prepared _____
Employee Name Malungay, Randy Case Ref. No. _____
Position Production Associate Employment Status REGULAR
Dept/Section PPI SECTION 1 (S119)

RECOMMENDATION

DATE OF SUSPENSION: N/A

DATE RETURNED TO WORK 1a

SHIFT: A

NEED FOR REFRESHER: ☐ YES ☒ NO

SIGNATURE OF EMPLOYEE _____

APPROVED BY: S. HORRINO

IMMEDIATE SUPERVISOR _____

CLIENT'S MANAGER _____

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

F-2021-02-0918

Details of Offense:

Article No. VIII

Section No. VII

Article Code OFFENSES AGAINST WORK AND BUSINESS STANDARD

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURE, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY

Nature of Offense NOT FOLLOWING VISUAL INSPECTION RULE

Number of Offense 1ST OFFENSE

Applicable Penalty WRITTEN WARNING

Incident Summary

Associate did not conduct compaining actual harness to master sample during inspection dated on February 03, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☒ Written Warning
☐ Suspension Without Pay for

N/A days starting from N/A to N/A

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by: Enrider
Rmie I. Osorio

Approved by: [Signature]

Received by:

[Signature] / March 18, 2021
Employee Signature/Date

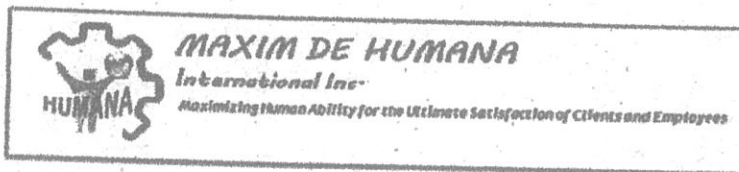


NOTICE TO EXPLAIN

			DATE	03-18-21	
EMP. NAME	Maungray, Randy	CASE NO.	F-2021-02-0918		
POSITION	Production Associate	EMP. NO.	BF-18952		
CLIENT	FAS	DEPT/SEC	PDJ Section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.</p> <p>Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p> <p>Alleged Violation (s): (please indicate all possible infractions)</p>					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST WORK / BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY	1ST	WRITTEN WARNING
Specifically and in detail the infraction was: PROPERTY					
Based on the submitted Incident Report/document:					
Associate audited last February 02, 2021, due to did not conduct compaining actual harness to master sample during inspection					
Attachment (if any):					
Prepared by			Noted by:		
Emie L. Acorda			pr AS		
Employee's Acknowledgement					
Signature/Date/Time March 18, 2021					

CC: 201 File
Branch Manager

F-GEN-004(REV2)1-25-2021



EXPLANATION FORM

Date: March 18, 2021

MEMORANDUM CONTROL NO. F-2021-02-0918

Details of Explanation

ako po si Randy B. Malungay na Ino Audit noong Feb. 02, 2021 Ang ginamit ko pang pag-inspec pagkatapos ko pong mag-point to point at mag-compare sa aking master sample ibinabenta ko po ang master sample upang mai-inspec ko po ng mayas ang aking actual inspection kasi po marami o madalat sa mga inspec ang nagkakamali o pinagkakamalan na ang master sample ang actual kaya kapag po ako mag-inspec matapos ko mag-point to point at compare ibinabenta ang master sample upang mai-inspec ko po ang part ng harness na ini-inspec ko pero sa inoedit po ako sa kadahilanan na diko daw pilitin ng ang ~~branch~~ ng harness na mag-conductor na alam naman ng Latex na mali ang tinuturo sa akin. Alam ko kapag itinaas ko ang Branch na mag-conductor pwede tong magkaroon ng damaged sa insulation sa terminal kaya diko sinunod ang pinapagawa ng latex d alam ko na mali ang tinuturo nila sa akin

Randy B. Malungay
Signature over Printed Name

Received by:

EMIE L. OSORIO

MDHII Coordinator


N/A
Admin Officer

Noted by:

per RB
Branch Manager

MDHII Remarks:

FOR WRITTEN WARNING

		MASTER COPY	
Copy No.	<u>1/10</u>		
DC	<u>N/A</u>		
Date	<u>3/10</u>		
VALID ONLY if it is RED			