

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 : January 10, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Silang, Jemelyn

EMPLOYEE NO.: AEFL18775

DEPARTMENT : PD5/SUBARU 7112

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: Conduct advance markings on inspection hanger and did not conduct checking of connector before application of markings on dimension inspection.

Audited by I-Alert

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: CUEVAS, ORIANA ROSE
AEM COORDINATOR/SUPERVISOR

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

Silang, Jemelyn
Employee's Signature over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Feb. 07, 2020</u>
RETURNED TO WORK:	<u>Feb 08, 2020</u>
SIGNATURE OF EMPLOYEE	<u>Jemelyn</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u>
	MANAGER

10/29/2019

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

To : Silang, Jemelyn
Position : Production Associate
ID Number : AEFL18775
Client Company : FALP
Date : October 29, 2019
Re : **NOTICE TO EXPLAIN**
Dear Ms. Silang,

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.

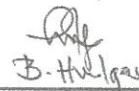
Details: Conduct advance markings on inspection hanger and did not conduct checking of connector before application of markings on dimension inspection.

Audited by I-Alert

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:


Signature Over Printed Name

Date/ Time: Oct. 29, 2019 / 11:50 PM

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Silang, Jemelyn A.

✓ Company Assigned: FAUP

✓ Position: Associate

✓ Date Hired: Dec. 04, 2018

✓ Date: Oct. 29, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ Hindi ko po alam na bawal ang advance markings kaya po tolong nag-iintay akong makatuhan ang ECT nagmark muna po ako. Yun naman pang pagcheck ng connector, pagcheck naman po ako, di ko lang po pinepress yung ika pag nakita kong hindi na kasingat ang lock.

Details of Countermeasure: (Use additional page if necessary)

✓ Ipress ko na po at icheck ng magagat ang bawal connector na clackon sa akin.

Recommendation:

Employee's Signature

Car Model / Line No.	Subaru GC7/7112
Date / Time	October 15, 2019/9:20
Name / ID No.	Jemelyn Silang/AEFL18775
Shift / Group	DS/A
Batch No.	245
Process	Dimension
FAS or Agency: specify	AddEver
Person Informec	J. Atienza
Audited by:	C. Redondo
	Details

Not following SOP
Conduct advance markings on inspection hanger and did not conduct checking of connector before application of markings on dimension inspection.

