

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 : Castillo, Ericka

EMPLOYEE NO.: AEFL18032

DEPARTMENT : PD4/SUZUKI

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: Un-Authorized/ Hidden Repair

- Dimensin inspector caught rotating of clamp due to encountered loose clamp
Product #: 36064-64P4(1)-P
Lot # : 59WC75
Lot # : 25
-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 DIANA ROSE
AEM COORDINATOR/SUPERVISOR

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

ecastillo
Castillo, Ericka
Employee's Signature over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION	January 23, 2020
RETURNED TO WORK	January 24, 2020
TIME	
	<u>ecastillo</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	
	<u>v. Cuevas</u> IMMEDIATE SUPERIOR CLIENT'S MANAGER

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

To : Castillo, Ericka
Position : Production Associate
ID Number : AEFL18032
Client Company : FALP
Date : October 17, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Castillo,

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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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:

ERICKA CASTILLO

Signature Over Printed Name

Date/ Time: Nov 6, 2019 / 1:50 PM

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Castillo, Erika P.
 ✓ Company Assigned: Furukawa

✓ Position: Associate
 ✓ Date Hired: May 2, 2018

✓ Date: Nov 6, 2019

✓ Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ Hindi naman po talaga ako nagrerepair dahil ung clamp po na un ay araw-araw
 ng nagloolose, ipapresent ko po yon nang time na yon kaso bigla pong
 alagaan ang idart bali yon po ichereck ko lang po kung
 loose akala naman po ng idart ay nirerepair ko.

Details of Countermeasure: (Use additional page if necessary)

✓ Sa susunod po kaso ko po ichereck o nalitang ibang
 ang view ng clamp hindi ko muna ga galawin, ~~ibang~~ ^{magrepara}
 hinihayan ko muna po aming leader para siya ang
 magrepara o magcheck kung ibi ba ay loose o okay
 ang view.

✓ Castillo
 Employee's Signature

Recommendation:

Car Model / Line No.	Suzuki YV7/5102
Date / Time	October 17, 2019/01:10
Name / ID No.	Erica Castillo/AEFL18032
Shift / Group	DS/A
Batch No.	215
Process	Dimension Process
FAS or Agency: specify	AddEven
Person Informed	M.Bagui
Audited by:	L.Cabataña
Details	

Un-Authorized/Hidden Repair

Dimension inspector caught rotating of clamp due to encountered loose clamp.

Product #: 36064-64P4C(1)-P

Lot #: 59WC75

Lot #: 25

Picture

