DISCIPLINARY ACTION MEMORANDUM

DATE   : July 22, 2019   CLIENT: FURUKAWA

EMPLOYEE NAME   : Valenzuela, Joana M.   EMPLOYEE NO.: AEFL19302

DEPARTMENT   : PD5/SUBARU   SHIFT: B

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: July 9- Conduct manual twisting of wire during attachment of VO. (Not Following SOP.)

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 **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: K. LOYOLA
                   AEM COORDINATOR/SUPERVISOR

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

              Valenzuela
              Valenzuela, Joana M.
       Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense. 1 day suspension July 29, 2019
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	J Ganadillo
	Signature Over Printed Name/ Date

To	:	**Valenzuela, Joana M.**
Position	:	PDS
ID Number	:	**AEFL19302**
Client Company	:	FALP
Date	:	July 15, 2019
Re	:	**NOTICE TO EXPLAIN**

Dear ___Mr. Valenzuela___,

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: July 9- Conduct manual twisting of wire during attachment of VO. (Not Following SOP.)

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:

VALENZUELA, JOANA M

Signature Over Printed Name

Date/ Time: July 23, 2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Valenzuela, Joana M

Company Assigned: FAS

Position: Production Associate

Date Hired: May 8, 2019

Date: July, 23, 2019

Date of Incident/Accident:

Details of Explanation: (*Use additional page if necessary*)

Inikot ko po yung wire kasi sobrang haba na nakalaylay pag dibo pa kasi inikot un maeexpose po yung wire sa V.D at pwedeng maging NG. hindi din nman po kasya sa V.D lahat ang wire lalo na kung hindi iikutin kasi nga po sobrang haba at naka laylay

Details of Countermeasure: (*Use additional page if necessary*)

Hindi kona po uulitin mag ikot ng wire para dina po ako ma Audit. Pasencya na po Hindi na po mauulit

Valenzuela

Employee's Signature

Recommendation:

I ALERT WRITTEN EXPLANATION

☐ **FAS**

Control No: FAVP-1A-1907-483

☑ **AGENCY**

Please Specify: Add - Even

ch drg C. Redcedo	G. Magadia
Audited By:	Noted By:

Name: Joanna Valenzuela
Position: associate
ID Number: AEFL 1902
Batch No.: 204
Car Model/Line: Subaru / 7110

Process: Assembly
Group/Shift: DS/B
Date/ Time: 09/09/19 10:45 am
No. of Offense: 1st offense
Superior Name: R. Baol

Audit Findings: Not following SOP

Details: Conduct manual tacting of wire during attachment of VD.

WRITTEN EXPLANATION

Ako po si Joanna Valenzuela, Assy ng line 7110 ay na Audit noong July 7, 2019. Nahihirapan po kasi akong ilagay ang SUT VD at nahihirapan din po akong mag tape, sobrang haba po kasi ng mga wire.

Hindi na po mauulit, Paensya na po.

Remarks/ Evaluation:

1 day suspension

Valenzuela	L. Manfores	A. Brines		
Signature of Employee	Jr Staff	Staff	Supervisor	Manager
Date:	Date: 09-11-19	Date:	Date: 7/13/19	Date: 7/16