

Branch Office:
Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-632-0548 (Globe) | 0918-278-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 26, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Bernal, Jodelyn

EMPLOYEE NO.: AEFL18367

DEPARTMENT : PD5/Honda 3108

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: Inspector did not compare actual harness to master sample.

Inspector did not follow the proper treatment when encountered abnormality

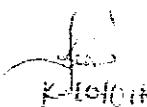
-Audited by I-alert

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 2 days 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:  _____

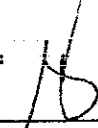
AEM COORDINATOR/SUPERVISOR

NOTED BY :  May Maricela S. Tabunan

AEM ASSISTANT GENERAL MANAGER


Bernal, Jodelyn

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offenses:	1st offense two (2) days suspension
RECOMMENDATION	Nov. 6-7, 2019
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed Name/ Date

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

To : Bernal, Jodelyn
Position : Production Associate
ID Number : AEFL18367
Client Company : FALP
Date : October 26, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Bernal

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.

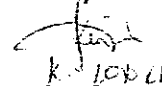
Details: Inspector did not compare actual harness to master sample.

Inspector did not follow the proper treatment when encountered abnormality
-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:


K. J. LOPEZ

Supervisor/Dept. Head

Received by:

BERNAL JODELYN A.

Signature Over Printed Name

Date/ Time: Oct. 26, 2019 (12:45 am)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-042

☒ AGENCY

Please Specify: ADD EVEN

<u>JR. RIVER</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Bernal, Jodelyn
 Position: Associate
 ID Number: AEFL12367
 Batch No.: 233
 Car Model/Line: Honda / 3108

Process: Appearance
 Group/Shift: AIDS
 Date/Time: 09-20-19 11:20AM
 No. of Offense: 1st
 Superior Name: A. Derapete

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.
 Details: Inspector did not compare actual harness to master sample
Inspector did not follow the proper treatment when encountered abnormality

WRITTEN EXPLANATION

Ipagpaumanhin po ninyo ang hindi ko pagsumod sa point to Point System na way ng paginspect ng harness sa master sample, nagkukumpara naman po ako ng harness na ininspect ko, hindi nga lang po gamon kudetotawado, may nga sentence po kasi nga hindi ko na pinapoint to point at sa halip ay itinatapat nalang sa master sample at kinukumpara. Sa ngayon po ay consistent na ako sa pagmamantala to point. Damakol naman po sa audit na hindi paggamit ng minor defect record para sa minor repairing tulad po nung paglagay ko ng mark sa retainer ng connector bilang, palatondoon na asuck kung lock ang retainer ay nagkanta lamang po sa position na kani ng final assembly minor defect record check. Nawala na rin po sa lap name ang humalog dahil wala kaman bu na maganda ninyo in a sa process naman humihingi pa rin po ako ng pagpaumanhin sa hindi paggamit ng minor defect record hindi sa pag ita muli pang maudit.

Remarks/Evaluation:

/SHe Penalty

<u>JM</u> Signature of Employee Date: <u>Sept 26 2019</u>	<u>A. DE RARITE</u> Jr Staff Date: <u>09/26/19</u>	<u>H. JUAN</u> Staff Date: <u>9/26/19</u>	<u>2000</u> Supervisor Date: <u>9/26/19</u>	<u>MB</u> Manager Date: <u>9/27</u>
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