

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

DISCIPLINARY ACTION MEMORANDUM

DATE : October 17, 2019 **CLIENT: FURUKAWA**
EMPLOYEE NAME : Dela Roca, Jonalyn **EMPLOYEE NO.:** AEFL19036
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: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare nameplate VS. polycard after packing.
- Inspector did not double check the product details of nameplate VS. polycard after packing.
- 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 two (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: K. LOYOLA
AEM COORDINATOR/SUPERVISOR

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

Am 10-18-19
Dela Roca, Jonalyn

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
RECOMMENDATION	two (2) days suspension Nov. 4, 5.
ACKNOWLEDGE BY:	<u>[Signature]</u>
MANAGER	Signature Over Printed Name/ Date

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548 (Globe) | 0919-279-3598 (Smart)

To : Dela Roca, Jonalyn
Position : Production Associate
ID Number : AEFL19036
Client Company : FALP
Date : October 17, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Dela Roca,

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.

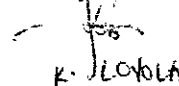
Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare nameplate VS. polycard after packing.
- Inspector did not double check the product details of nameplate VS. polycard after packing.
- 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. L. Ochoa

Supervisor/Dept. Head

Received by:

Dela Roca, Jonalyn

Signature Over Printed Name

Date/ Time: 10-18-19 12:10 pm

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1909-1323

☒ AGENCY

Please Specify: ADD EVEN

<u>JR. DELES</u>	<u>JP</u> <u>S. Magadia</u>
Audited By:	Noted By:

Name: Dela Roca Jonalyn
Position: Associate
ID Number: AEFL19036
Batch No.: 249
Car Model/Line: Suzuki / S108

Process: Appearance
Group/Shift: FIDS
Date/ Time: 9-19-19 / 2:50PM
No. of Offense: 1st
Superior Name: A. NGUCTIN

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the product.
Details:

Inspector did not compare nameplate vs. polycard

Inspector did not double check the product details of nameplate vs. polycard after packing

WRITTEN EXPLANATION

Pali-asya na po. Kung hindi ako nag compare ng name plate vs polycard
Kasi hindi ko pa po maganda kabitado ang galaw ng inspection.
Dahil bago pa lamang po ako sa inspection

Remarks/Evaluation

How long in the process?

Issue Penalty

Signature of Employee Date: <u>9-19-19</u>	Staff Date: <u>9/28/19</u>	Staff Date: <u>9/28/19</u>	Supervisor Date: <u>9/26/19</u>	Manager Date: <u>9/26</u>
---	-------------------------------	-------------------------------	------------------------------------	------------------------------

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Dela Rosa, Jonathan

✓ Company Assigned: FALP

✓ Position: associate

✓ Date Hired: 01-23-19

✓ Date: 10-18-19

✓ Date of Incident/Accident: 09-19-19

Details of Explanation: (Use additional page if necessary)

✓ Paminsya na po. kong hindi ako nag id-compare ng name plate vs polycard
kali hindi ko pa po. masyado kabitado ang galaw ng inspection.
dahil bagu pa lamang an ako sa inspection

Details of Countermeasure: (Use additional page if necessary)

✓ Lagi ko na po. check ang polycard vs name plate bagu mag umpisa at pagkatapos

Employee's Signature

Recommendation: