

Amended  
4-23



### NOTICE OF DECISION

Emp. No. BF-16474 Date Prepared \_\_\_\_\_  
Employee Name Andrade, Joan Case Ref. No. \_\_\_\_\_  
Position Production Associate Employment Status REGULAR  
Dept/Section PD1 section (5127)

**RECOMMENDATION**

DATE OF SUSPENSION: N/a

DATE RETURNED TO WORK: A

SHIFT: \_\_\_\_\_

NEED FOR REFRESHER: ☐ YES ☒ NO

SIGNATURE OF EMPLOYEE: [Signature]

APPROVED BY: [Signature]

IMMEDIATE SUPERVISOR: \_\_\_\_\_

CLIENT'S MANAGER: \_\_\_\_\_

Reminder: Iwan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.  
F-2021-01-1002

#### Details of Offense:

Article No. VIII

Section No. VII

Article Code OFFENSES AGAINST WORKS / BUSINESS STANDARD

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE COMPANY PROPERTY

Nature of Offense NDR GOOD FILL UP OF DAILY CHECKSHEET, MISSING TANMATSU BUT OK ON CHECKSHEET

Number of Offense 1st offense

Applicable Penalty Written warning

#### Incident Summary

NO GOOD FILL UP OF DAILY CHECKSHEET, MISSING TANMATSU BUT OK ON CHECKSHEET DATED ON FEBRUARY 15, 2021

#### DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning  
☒ Written Warning  
☐ Suspension Without Pay for 4/a days starting from 4/a to 4/a

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by: [Signature]  
Emie L. Asorio

Approved by: [Signature]

Received by: [Signature]  
Employee Signature/Date



## NOTICE TO EXPLAIN

DATE 08-18-21

EMP. NAME	ANDRADE, Juan	CASE NO.	F-2021-01-1062
POSITION	Production Associate	EMP. NO.	BF-12474
CLIENT	FAS	DEPT/SEC	PDI section I

You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.

**Alleged Violation (s):** (please indicate all possible infractions)

Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST ATTENDANCE WORK BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY	1st	Written Warning

Specifically and in detail the infraction was:

Based on the submitted Incident Report/document:

Associate was audited last February 18, 2021  
due to no good fill up of daily checksheet  
missing tanmatou but ok on checksheet

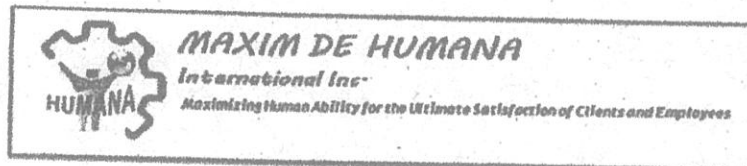
Attachment (if any):

Prepared by	Noted by:
MEMOR Emie L. ODRIO	JR KS
Employee's Acknowledgement	
Signature/Date/Time	

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



## EXPLANATION FORM

Date: March 18, 2021

MEMORANDUM CONTROL NO. F-WH-07-1062

Details of Explanation NO GOOD. OF FILL UP ON DAILY CHECKSHEET

Atko po si Joanne indrade na-audit po ako noong Feb 18 2021.  
sa kadahilangang na-late ako ng dating sa line, at  
diko po alam na bakaligtaan ko ang checksheet on board.

sa susunod po ay di na makabawlit sa aking ginawa, at  
sa susunod ngayon ko na ang fill up para din ko  
na-audit.

  
Signature over Printed Name

Received by:

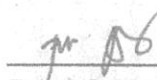
Emie L. Osorio

MDHII Coordinator

N/a


Admin Officer

Noted by:

  
Branch Manager

MDHII Remarks:

FOR WRITTEN WARNING

	<b>MASTER COPY</b>
Copy No.	<u>8/10</u>
DC	<u>N/A</u>
Date	<u>8/10</u>
VALID ONLY if it is RED	

# I-ALERT WRITTEN EXPLANATION

Control No: FAP-1A-2102-949

FAS

AGENCY

Please Specify: MDHII

<u>J. Morales</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Andrade Joanne

Process: Assembly

Position: Associate

Group/Shift: NS-A

Number: BP-1674

Date/Time: Feb 18, 2021/06:20

Non-compliance Reference/Document Control Number:

No.: 274

No. of Offense: First Offense

Model/Line: Suzuki Y2R 3121

Superior Name: M. Moscoso

FAP-WI-PRD-MP-101

Details of Audit Findings: No good filling up of Daily Checksheet  
ing tanimatsu but OK on checksheet

## WRITTEN EXPLANATION

Diko po alam na missing tanimatsu na yung mga board ko, dahil nung nag fill up ako ay meron pa po tanimatsu, diko naman po napansin na wala at ako po ang napagabitang ng i-alert kahit yung ibang board ay missing tanimatsu naman.

Sa secured po ay tingnan ko na ng mayors para ding ko ang napagabitang.

## REMARKS/ EVALUATION

☐ i-Alert written only



Agency/FALP Written Only (based on handbook)

☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Andrade Joanne</u>	<u>M. Moscoso</u>	<u>J. Morales</u>	<u>M. Franco</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2-22-21</u>	Date: <u>2-22-21</u>	Date: <u>2/22/21</u>	Date: <u>2/23/21</u>	Date: <u>2.23.2021</u>