

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

DISCIPLINARY ACTION MEMORANDUM

DATE : April 17, 2021 **CLIENT: FURUKAWA**

EMPLOYEE NAME : Padrones, Rizza **EMPLOYEE NO.:** AEFL20450

DEPARTMENT : ^{PD1} ~~PD4~~/ YT3 5127 **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: 'Not following STOP-CALL-WAIT
Associate give wire to loopings processs at initial process due to
encountered missing markings on terminal.

Audited by: I-ALERT (December 10,2020)

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 Written Warning 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 : Arlyn M. Alcaraz
AEM SUPERVISOR
A. Padrones
Padrones, Rizza

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Padrones, Rizza / R. Padrones
EMPLOYEE NO.:	AEFL20450
NO. OF OFFENSE:	1st offense
SUSPENSION DATE:	-
RETURN DATE:	-
RETURN SHIFT:	-
SHIFT/SCHEDULE:	5127
PD/ LINE:	-
EMPLOYEE SIGNATURE	
IMMEDIATE SUPERVISOR	
MANAGER	

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
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To : Padrones, Rizza
Position : Production Associate
ID Number : AEFL20450
Client Company : FALP
Date : April 17, 2021
Re : **NOTICE TO EXPLAIN**
Dear Ms. Padrones,

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: 'Not following STOP-CALL-WAIT

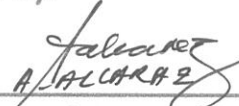
Associate give wire to loopings processs at initial process due to encountered missing markings on terminal.

Audited by: I-ALERT (December 10,2020)

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:




Supervisor/Dept. Head

Received by: R. Padrones
Rizza Padrones

Signature Over Printed Name

Date/ Time: 04-20-21 1:20

Date & Time	December 10, 2020/09:55	Illustration 
Shift & Group	NS/B	
Car Maker/ Model	Suzuki Y2R	
Line No.	5127	
Name	Rizza Padrones	
ID No.	AEFL20450	
Batch No.	331	
Process	Sub-Assembly proces	
FAS or Agency: specify	Addeven	
Person Informed	A.Gutierrez	
Audited by	M.Dotado	
Reason/Risk:		
Audit Details		
Associate give wire to loopings processs at initial process due to encountered missing markings on terminal.		

I-ALERT WRITTEN EXPLANATION

Control No: FHR-1A-2012-5485

☐ FAS

☒ AGENCY

Please Specify: address

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

Name: Rizza Padrones
 Position: Associate
 ID Number: AFEL201150
 Batch No.: SAI
 Car Model/Line: Shenki 1000 5127

Process: Sub case
 Group/Shift: NS-B
 Date/ Time: December 10, 2020 5:27
 No. of Offense: 1st
 Superior Name: A. Gutierrez

Non-compliance Reference/Document Control Number:
FHR-WI-(KD)-SA-043

Details of Audit Findings:

Not following STD. CALL-NAB, Associate give time to looping's process at initial process due to automated missing marking on terminal

WRITTEN EXPLANATION

Ako po si Rizza Padrones ay maudit sa kadahilagan na pag bigay ko ng wire sa looping ng direct. hindi ko karaman po alam na Audit yun. Pasensya na po hindi na po mauulat. sa susunod po mag follow nait ng std call wait.

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>Rizza Padrones</u> Employee Date: <u>12-15-20</u>	<u>A. Gutierrez</u> Jr Staff Date: <u>3-10-21</u>	<u>M. Dato</u> Staff Date: <u>7-10-21</u>	<u>J. Reyes</u> Supervisor Date: <u>3-11-21</u>	<u>D. Reyes</u> Manager Date: <u>3-13-2021</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Rizza Paduonca

Company Assigned: Fas

Position: Associate

Date Hired: Sept 26 - 2020

Date: 04-20-21

Date of Incident/Accident: 12-10-2020

Details of Explanation: (Use additional page if necessary)

Hindi naman po sakin yung wire na yun na walang
point mark sakin lang po nilagay dahil ayaw ko po
mabigat sakin bihiran ko po sa loopings hindi ko naman
po alam na audit iyon.

Details of Countermeasure: (Use additional page if necessary)

sa susunod na maka encounter ako ng ganun
tatawagan ko na po ang dr. staff at mag iistop
call and wait.

R. Paduonca

Employee's Signature

Recommendation: