

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : September 27, 2019

**CLIENT:** FURUKAWA

**EMPLOYEE NAME** : Lumido, Ronna

**EMPLOYEE NO.:** AEFL18015

**DEPARTMENT** : PD4/Suzuki 5119

**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: Non-Compliance on INSERT-PULL method

Associate conduct mass pulling on sub assy process.

-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:** Brenda Joy Huelgas  
**AEM COORDINATOR/SUPERVISOR**

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

Lumido, Ronna

**Employee's Signature over Printed Name/Date**

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense 2 days suspension October 21, 22
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<u>[Signature]</u> Signature Over Printed Name/ Date

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas  
Cellphone Number: 0915-032-0548(Globe) | 0918-279-3598 (Smart)

To : Lumido, Ronna  
Position : Production Associate  
ID Number : AEFL18015  
Client Company : FALP  
Date : September 27, 2019  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Lumido,

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 on INSERT-PULL method  
Associate conduct mass pulling on sub assy process.  
-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:

B. Hidalgo  
Supervisor/Dept. Head

Received by: Ronna Lumido

Signature Over Printed Name

Date/ Time: Oct. 11, 2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: LUMINO RONNIE

✓ Company Assigned: PAC / Purokpwat

✓ Position: ASSOCIATE

✓ Date Hired: April 2012

✓ Date: Oct. 11, 2019

Date of Incident/Accident: Sept. 06, 2019

Details of Explanation: (Use additional page if necessary)

✓ Na audit po ako ng T-Alert ng mass pulling pero hindi ko  
hahanap po kung saan ang mass pulling na connect sa T-Alert. Pagkatapos  
lang po na sabay-sabay ko nahawakan yong wire.

Details of Countermeasure: (Use additional page if necessary)

✓ Ahilahan ko na po isa-isa ang wire para hindi na  
akalain na gumaganap ako ng mass pulling

Recommendation:

RONNIE LUMINO

Employee's Signature





# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1201

☒ AGENCY

Please Specify: Add Even

	
Audited By:	Noted By:

Name: Lumito Bonna  
 Position: Associate  
 ID Number: AEFL1801C  
 Batch No.: 212  
 Car Model/Line: Suzuki 701 / 519

Process: Sub-assy  
 Group/Shift: DC-B  
 Date/ Time: Sept. 06 2011 / 2:15 pm  
 No. of Offense: 1st offense  
 Superior Name: M. Urbano


Audit Findings: non-compliance in INSERT - FULL method




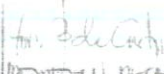

Details: - Mass pulling in conn. in Sub-assy process


## WRITTEN EXPLANATION

Oko po si Bonna Lumito na Suzuki 5119 ay no audit ng mass pulling sa connector. Sub-DCRUST. Last insert ko na po yun. Kaya po pag pull ko natuklasan ko po kinalat ng wire kaya po sumasabit na kalamang mass pulling po ako Hindi naman po sinadya na matuklasan kinalat ng wire kasi po nagmamadali po ako. Pero kundi ko naman po intirayan na mass pull

## Remarks/ Evaluation:

Issue Penalty 

				
Signature of Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>Sept. 12 2011</u>	Date: <u>09/18/11</u>	Date: <u>09-18-11</u>	Date: <u>09-18-11</u>	Date: <u>9/18/11</u>

Car Model / Line No.	Suzuki YD1 Line 5119	Picture	Action Taken
Date / Time	September 06, 2019/02:15pm		
Name / ID No.	Lumido, Ronna/AEFL18015		
Shift / Group	DS/B		
Batch No.	212		
Process	Add Even		
FAS or Agency: specify	Sub Assy		
Person Informed	M. Urbano		
Audited by:	D. Cuartero		
Details			
Noncompliance or INSERT-PULL method Conduct mass pulling on sub assy process.			