

NOTICE OF DECISION

DATE OF SUSPENSION:

N/A

DATE RETURNED TO WORK

N/A

SHIFT:

NEED FOR REFRESHER:

YES

NO

SIGNATURE OF EMPLOYEE

For: C. De la Cruz 3-18-21

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

F-2021-02-098

Emp. No.	BF-10688	Date Prepared	
Employee Name	SOLIS, JUDY ANN	Case Ref. No.	
Position	Production Associate	Employment Status	REGULAR
Dept/Section	PD1 section 4 (1008)		

Details of Offense:

Article No.	VIII
Section No.	VII
Article Code	C. OFFENSES ^{against} WORK BUSINESS STANDARD
Article Description	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURE, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY
Nature of Offense	NOT FOLLOWING SOT ON ASSEMBLY PROCESS
Number of Offense	1ST OFFENSE
Applicable Penalty	WRITTEN WARNING

Incident Summary

Associate advance seq. 1-2.4 and skipped seq. 3 and did not FINISHED WORK LOAD BASED on SOT, last march 11, 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

N/A days starting from

N/A to N/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:

Emie L. DSDRID

Approved by:

for [Signature]

Received by:

[Signature] / January 28, 2021

Employee Signature/Date

F-GEN-003(REV2)1-25-2021



MAXIM DE MURIANNA

A Professional Firm

10000 Highway 100, Suite 100, Dallas, Texas 75243

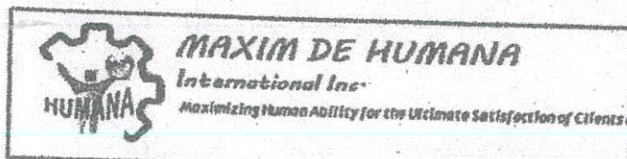
NOTICE TO EXPLAIN

			DATE	02-27-21	
EMP. NAME	SOLES, JUDITH Ann	CASE NO.	F-2021-02-0931		
POSITION	Production Associate	EMP. NO.	BF-10088		
CLIENT	FAS	DEPT/SEC	PDI section 2		
<p>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.</p> <p>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.</p>					
Alleged Violation (s): (please indicate all possible infractions)					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	C. OFFENSES AGAINST WORK / BUSINESS STANDARDS	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURE, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTIES	1ST	WRITTEN WARNING
Specifically and in detail the infraction was:					
Based on the submitted Incident Report/document:					
<p>last march 11, 2020, Associate advance seq. 1, 2, 3 and skipped seq. 3 and did not finished work load based on SDT. DID NOT FOLLOWING SDT ON ASSEMBLY PROCESS.</p>					
Attachment (if any):					
Prepared by			Noted by:		
Emile L. OSORIO			Michelle Fajana		
Employee's Acknowledgement					
Signature/Date/Time					
[Signature] / JANUARY 28, 2021					

CC: 201 File

Branch Manager

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



APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

EXPLANATION FORM

Date: January 28, 2021MEMORANDUM CONTROL NO. F-2021-02-0921Details of Explanation NOT FOLLOWING COT

AKO PO SI JUDY ANN P. COUS NA NA-AUDIT NG I-ALERT SA KADAMILANANG NAG-AGNAPOR
SAI SA PRODUCT NAMIN. GINAWA KO LANG NAMAN PO KUNG AND ANG ULABI NG
AKING JR. STAFF. WALA DIN NAMAN PO AKONG GINAGAWA NG MGA DEBE NG YAN
KAYA KO PO ITO SIMUNOD.

SA SIMUNOD PO AY MADAG KUNG BAWAL KAHIT (PINALI) SA NG JR. STAFF
AY DI KO NA PO PAGAWIN.
HINDI NA PO ITO MAMUNIT.

Judy Ann P. Cous
Signature over Printed Name

Received by:

Emie L. Osorio

MDHII Coordinator


Michelle Fyane
Admin Officer

Noted by:

pr KB
Branch Manager

MDHII Remarks:

FOR WRITTEN WARNING

		MASTER COPY	
Copy No.	<u>1/10</u>	DC	<u>1/10</u>
Date	<u>1/10</u>		
VALID ONLY if it is RED			

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2003-958

☒ AGENCY

Please Specify: MDPI

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez/J. Reyes Checked by:	<u>[Signature]</u> G. Magadia Noted By:
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Name: Judy Ann. Solis
Position: Associate
ID Number: RE-10680
Batch No.: 221
Car Model/Line: Nissan 1000

Process: Assembly Process
Group/Shift: DSA
Date/Time: March 11, 2020/10:10
No. of Offense: 1st Offense
Superior Name: M. Amparo

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-AP-01

Details of Audit Findings:

Not following 4T on Assembly Process. Assembly order. Seq. 1, 2, 4 & 5 skipped
Seq. 3 and did not finished workload based on 4T.

WRITTEN EXPLANATION

PAGENYA NA PO SA AKING KASALAMAN HINDI KO NIMAN PO AKALAIN NA PAWAL PO DALA YUNG GINAWA KO.
YANG PRODUCT PO KALO NA JUAN AY NILAGHAN KO NG SUIT TAPAT YANG SKIPPED PO NA SEQ. 3 AY CHAMP AT COMING.
HINDI NAMAN PO KASI AKE CERTIFIED NG BAYOGUN KAYA HINDI KO PO ITO MADAD GINAPAT KO DIN NYAMAN PO ITO.
SA AMING COUNTRY DISCIPLINA NA PO SUIT AT HINDI NA PO ITO MAMULIT.

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>[Signature]</u> Employee Date: <u>6-30-2020</u>	<u>[Signature]</u> G. ALDAY Jr Staff Date: <u>06-30-20</u>	<u>[Signature]</u> for E. Galang Staff Date: <u>06-20-2020</u>	<u>[Signature]</u> Supervisor Date: <u>01-23-21</u>	<u>[Signature]</u> Manager Date: _____
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