

Audited 4/23



Branch Office:  
Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas  
Cellphone Number: 0915-832 6548 (Globe) | 0918-379 3598 (Smart)

## DISCIPLINARY ACTION MEMORANDUM

DATE : April 17, 2021 CLIENT: FURUKAWA  
EMPLOYEE NAME : Unico, Reaelyn A. EMPLOYEE NO.: AEFL20354  
DEPARTMENT : Quality Assurance Final 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 operational procedure  
Foreign material (Penlight) found on Dock Audit during inspection.  
Audited (March 25, 2021)**

### 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 1 day 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: CUEVAS DIANA ROSE  
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ  
AEM SUPERVISOR

*RAWICA*

Unico, Reaelyn A.

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Unico Reaelyn
EMPLOYEE NO.:	AEFL20354
NO. OF OFFENSE:	1st offense
SUSPENSION DATE:	May 4, 2021
RETURN DATE:	May 5, 2021
RETURN SHIFT:	DS
SHIFT/SCHEDULE:	DS / A
PD/ LINE:	QA
EMPLOYEE SIGNATURE	<i>RAWICA</i>
IMMEDIATE SUPERVISOR	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>



## WRITTEN EXPLANATION

DATE 4-12-21  
NAME Unico Roselyn  
CATEGORY/AGENCY ARMED ID NUMBER: AEFI 20354  
LINE NUMBER and SHIFT 3139 / A  
DATE HIRED AUGUST 6, 2020  
PROCESS GA FINAL  
VIOLATION/DEFECT FOREIGN MATERIAL (penlight) FALP Dock Audit

### EXPLANATION

Nag-inspect po ako noong time na yun at natuklasan po ako ng foreign material sa connector, nagpaparegla mat. po ako at hindi makita ng lider ng production kaya po gumamit ako ng penlight. Pagkatapos po ay nailagay ko sa may bandang gitna at hindi ko na po namalayan. Nadala lang po namin sa nananala na nung gagamitin na ulit namin. Napasama na po pala sa pagpapact at hindi na din po nakita ng nag 3C kaya po nakatating na din sa dock audit. Late na din po namin nasabi sa Jr. staff.

Sisigurodubin ko po na hindi na ito mauulit sa susunod at nilagay na din po ito ng spring para hindi na ito mapasama sa packing.

Remarks: Base on handbook: C. offense against work/business standard  
Non compliance or failure to follow the standard operational procedure in inspecting the product - For PA due to major output on FALP Dock Audit claim.  
Date defect output: March 25, 2021

Note: 1 day suspension

L. Minerva 4/12

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Roselyn  
Sign of Employee

ISSUED BY:

L. Minerva  
Jr. Staff

CHECKED BY:

R. Roselyn  
Staff

VERIFIED BY:

L. Minerva  
Supervisor

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Unico, Reaelyn

Company Assigned: FALP

Position: Production Associate

Date Hired: AUGUST 6, 2020

Date: 4-19-21

Date of Incident/Accident: 3-25-21

Details of Explanation: (Use additional page if necessary)

Nag-inspect po ako noong time na yun at nakakita po ako ng foreign material sa connector. Nagpa-foreign mat po ako at hindi makita ng lider ng production kayn po ako gumamit ng penlight. Pagkatapos po ay nilagay ko ito sa bundang gitna at hindi ko na po namakayan. Naidala lang po namin na hawawala na nung gagamitin na ulit namin. Napasama na po pala sa pagpack at hindi na din po nakita ng nag 3c kayn po nakarating na din sa dock audit late na din po namin nasabi sa jr. staff.

Details of Countermeasure: (Use additional page if necessary)

Siguraduhin ko pong hindi na ito mawala sa susunod. Nilagyan na din po ito ng spring para hindi na po ito mapasama sa packing.

Raunica

Employee's Signature

Recommendation: