



Branch Office:
Unit 2, Romarville Commercial Bldg., San Fernando, Malabar, Barangay
Telephone Number: 0915 832-0548 (Globe) | 0918 220-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : August 27, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Marquez, Erika Paula

EMPLOYEE NO.: AEFL19436

DEPARTMENT : PD4 /SUZUKI

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: Advance insertion of 5 wires in 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 Hingoria
AEM COORDINATOR/SUPERVISOR

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

Marquez
Marquez, Erika Paula

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
	2 days suspension
	September 9 & 10, 2019
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	<u>[Signature]</u> 8/28/19

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

To : Marquez, Erika Paula
Position : PD4
ID Number : AEFL9436
Client Company : FALP
Date : August 27, 2019
Re : **NOTICE TO EXPLAIN**
Dear Ms. Marquez

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: Advance insertion of 5 wires in 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. Huelgas
Supervisor/Dept. Head

Received by:

ERIKA PAULA D. MARQUEZ

Signature Over Printed Name

Date/ Time: 08-28-19

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Erika Paula D. Marquez

Company Assigned:

Position:

Date Hired: June 26, 2019

Date: 08-28-19

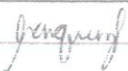
Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Di ko po drasaduang magadvance insertion sa kadahilananang
sa kaya ko po ito nagana dahil lang sa mapadali ang gawain kong
ito.


Details of Countermeasure: (Use additional page if necessary)

Nangangalakong di na ako mag-advance insertion at di ko
pa gagawin ang alam kong mali. Ayusin ko na at di na muling
mag-advance insertion. Tatandaan ko na po ang mga SOP.



Employee's Signature

Recommendation:

Car Model / Line No.		Suzuki Line 5105	<div>Picture</div> 	<div>Action Taken</div>
Date / Time		Augus: 22.2019/1:43pm		
Name / ID No.		Marquez, Erika Paula/AEL19438		
Shift / Group		DS-A		
Batch No		271		
Process		Sub-Assembly		
AS or Agency, specify		Add Even		
Person Informed		M. Avo		
Audited by:		E. Artiz		
		Details		
<div>Noncompliance on INSERT-PJ.L method</div> <div>Advance insertion of 5 wires in Sub-assy process</div> <div>SS-BE-2FC-L - Be/</div> <div>SS-BN-2F-GR - L/</div> <div>SS-BN-2F-GR - Br/</div> <div>SS-BN-2F-GR - Vi/</div> <div>SL-BR-2F-B - W/B</div>				