

DISCIPLINARY ACTION MEMORANDUM

DATE : July 27, 2019 **CLIENT: FURUKAWA**
EMPLOYEE NAME : Ramos, John Jeffry **EMPLOYEE NO.:** AEFL19103
DEPARTMENT : PD2 / DAIHATSU **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: Un-authorized doing the process
ECT inspector doing assy without certification badge.
-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 L. Hudgas
AEM COORDINATOR/SUPERVISOR

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

Ramos, John Jeffry
Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
	2 day suspension
	Aug. 7, 8
Line	2105
Jr. Staff	H. J. J. J.
Staff	L. J. J.
ACKNOWLEDGE BY:	<u>[Signature]</u>
MANAGER	

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

To : Ramos, John Jeffry
Position : Production Associate
ID Number : AEFL19103
Client Company : FALP
Date : July 27, 2019
Re : **NOTICE TO EXPLAIN**

Dear Mr. Ramos,

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).

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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: JOHN JEFFRY RAMOS

Signature Over Printed Name

Date/ Time: 07-30-19, 12:00

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: - John Jeffry Ramos

Company Assigned: - FALD

Position: - Production Associate

Date Hired: February 06, 2019

Date: July 30, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

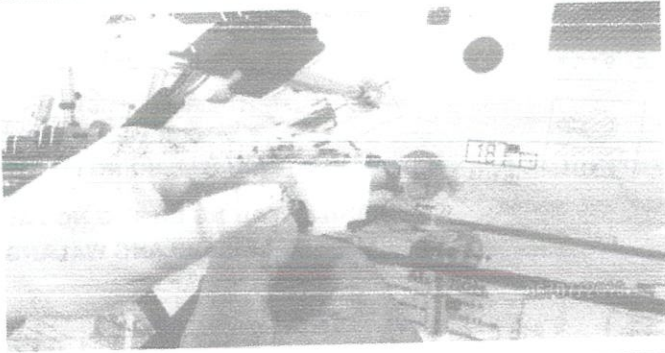
Gusto ko lang pong makatulong sa aking kasamahan
kaya po nagawa ko yun. Hindi na po mauulit.
Sorry po!!! Waiting po kase ako nung oras na yon kaya po
naisipan kung tumulong at delay napo kase sya.
Pagangya na!!!

Details of Countermeasure: (Use additional page if necessary)

Hindi ko na po mauulit yon at hindi na ako
makikialam sa mga process na hindi naman ako certified
at dun na lang ako mag support at tutulong kung
saan ako nakacertified. Hagman nyo po magpapa certified
na ako sa assy para dina ako maaudit pa.

Recommendation:

Employee's Signature

		Picture	Action Taken
Model / Line No.	Daihatsu / 2105		
Date / Time	July 26, 2019 / 10:45pm		
Name / ID No.	Ramos, John Jeffrey / AEFL10100		
Shift / Group	N/S B		
Batch No.	252		
Process	Assembly		
FAS or Agency, specify	Add-Even		
Person Informed	E. Savidio		
Audited by:	C. Redondo		
Details			
Un-authorized person doing the process. ECT Inspector doing assy process without certification badge.			