

## DISCIPLINARY ACTION MEMORANDUM

DATE : July 22, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Fabiala, Ma. Angelica

EMPLOYEE NO.: AEFL18374

DEPARTMENT : PD5/SUBARU

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: Un-authorized Repair/ Hidden Repair.  
Not Following SOP

### 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: K-LOYOLA  
AEM COORDINATOR/SUPERVISOR

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

Safabici  
Fabiala, Ma. Angelica  
Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
	2 days suspension
	July 29 & 30, 2019
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<u>May Marjorie S. Tabunan</u> / 7-29
Signature Over Printed Name/ Date	

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

To : Fabiala, Ma. Angelica  
Position : Production Associate  
ID Number : AEFL18374  
Client Company : FALP  
Date : July 22, 2019  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Fabiala,

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: Un-authorized Repair/ Hidden Repair  
Not Following SOP

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.

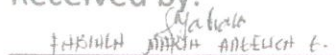
For your information and strict compliance.

Served by:

  
K. LOVOLA

Supervisor/Dept. Head

Received by:

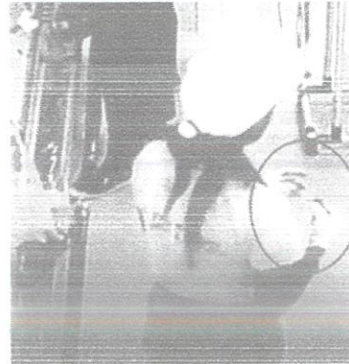
  
FABIALA MA. ANGELICA E.

Signature Over Printed Name

Date/ Time: 07-25-19 /

Line No	Subaru / 7111
Date	July 22, 2019 / 06:30 pm
ID No	Maria Angelica Fabiala/AEFL18374
Shift / Group	DS/A
Batch No	260
Process	Dimension
FAS or Agency specify	Addeven
Person Informed	D.Torino
Audited by	D. Tiemsem
	Details

Picture



Not following SOP

Un-Authorized Repair / Hidden Repair

Dimension Inspector return the harness on for dimension hanger after dimension inspection, upon interview she admitted that she do multiple repairing on the harness she inspected due to unavailability of Jr.staff in the line.