

DISCIPLINARY ACTION MEMORANDUM

DATE : October 07, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Agaton, Angelen

EMPLOYEE NO.: AEFL18667

DEPARTMENT : PD2/2113

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

Associate doing Bukumi process without authorization 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 Jay M. Hedges
AEMI COORDINATOR/SUPERVISOR

NOTED BY: May Mariorie S. Tabunan
AEMI ASSISTANT GENERAL MANAGER

Agaton, Angelen 10/07/19
Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
	2 days suspension
	Oct. 21 and 22
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	<u>10/17</u>
MANAGER	<u>[Signature]</u>
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 : Agaton, Angelen
Position : Production Associate
ID Number : AEFL18667
Client Company : FALP
Date : October 07, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Agaton,

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 doing the process

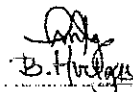
Associate doing Bukumi process without authorization badge

-Audited by I-alert

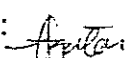
In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:


B. H. H. H.

Supervisor/Dept. Head

Received by: 
ANGELAN A. AGATON

Signature Over Printed Name

Date/ Time: 10/07/19 / 1:10 am

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Agaton, Angelen A.

✓ Company Assigned: FALP

✓ Position: Associate

✓ Date Hired: Nov-5 2018

✓ Date: Oct-07-2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

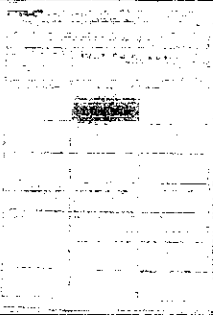
✓ Ato po. si Angelen A. Agaton na naaudit nang Oct-05-2019 sa kadahil-
langang hindi pa po ako certified sa process na Bukens. DTI po ako kung kung
kung po ay hindi ako nakapag-exam naman nakalimutan po ng DTI. Hapag ko na
solihin yung oras ng exam, at hindi ko po naparin na expire na po pala ang
DTI Tag ko.

Details of Countermeasure: (Use additional page if necessary)

✓ Next time po ay hindi na po ako papartian sa process na hindi ako
certified.

✓ Agaton
Employee's Signature

Recommendation:

Car Model / Line No.	Daihatsu D01L Line 21123	Picture		Action Taken
Date / Time	October 05, 2019/11:40			
Name / ID No.	Agaton, Angelen/AEFL18667			
Shift / Group	DS/B			
Batch No.	241			
Process	Bukumi Process			
FAG of Agency, specify	ADD EVEN			
Person Informed	K Cortez			
Audited by	J Masapo			
	Details			
Un-authorized person doing the process Doing Bukumi process without authorization badge.				