



Branch Office:
Unit 3, Alangayelle Commercial Bldg., San Fernando, Pinaric, Batangas
Cellphone Number: 0913-832-8548 (Globe) | 0918-329-3578 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : November 11, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Hinay, Lilet

EMPLOYEE NO.: AEFL20371

DEPARTMENT : PD5/ HONDA TKRA 3127

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: 'No good filling up of daily checksheet
Detached cover of reference jig but still good on checksheet
(Assy board Daily Inspection record)
Audited by I-ALERT (October 2,2020)**

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 3 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.

FOR:
PREPARED BY: CUEVITA, DIONA Rose
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR
Hinay, Lilet Dec.10, 2020
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Hinay, Lilet
EMPLOYEE NO.:	AEFL20371
NO. OF OFFENSE:	2nd offense
SUSPENSION DATE:	Jan. 21, 22, 23
RETURN DATE:	Jan. 25, 2021
RETURN SHIFT:	DS
SHIFT/SCHEDULE:	B
PD/ LINE:	PD5/3127
EMPLOYEE SIGNATURE	<u>[Signature]</u>
PRODUCTION SUPERVISOR	<u>[Signature]</u>
PRODUCTION MANAGER	<u>[Signature]</u>

To : **Hinay, Lilet**
Position : **Production Associate**
ID Number : **AEFL20371**
Client Company : **FALP**
Date : **November 11, 2020,**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Hinay,

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: 'No good filling up of daily checksheet
Detached cover of reference jig but still good on checksheet
(Assy board Daily Inspection record)
Audited by I-ALERT (October 2,2020)**

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:


Supervisors/Dept. Head

Received by 
LILET A. HINAY
Signature Over Printed Name
Date/ Time: Dec 10, 2020 01:00 AM

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-IA-2009-3990

AGENCY

Please Specify: Adteven

for: <i>T. Sevilla</i>	<i>K. Hernandez</i> K. Hernandez	<i>J. Reyes</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: *Hinay Lilet*
Position: *Associate*
ID Number: *AEFL20371*
Batch No: *926*
Car Model/Line: *Honda TRX 13127*

Process: *Assembly*
Group/Shift: *OS/B*
Date/ Time: *October 02, 2020/11:22*
No. of Offense: *1st offense*
Superior Name: *G. Afienza*

Non-compliance Reference/Document
Control Number:

FALP-IA-P&D-08-101

Details of Audit Findings:

*No good filling up of daily checksheet. Detached cover of reference
log still marked as good in checksheet (Assy Board Daily Inspection Record)*

WRITTEN EXPLANATION

*Nag kamali po ako ng pag check ng board ang na check ko kung
can po ako mag start mag fillup sa check sheet ko dun po ako
nag check ng board kaya po hindi ko po nakita na may NG
sa na nakalagay sa check sheet. Hindi ko na po uulitin at
magiging mas maayos po kung can pong board ang nakalagay sa
checksheet dun po ako mag check.*

REMARKS/ EVALUATION

- ☐ i-Alert written only ☒ Agency/FALP Written Only (based on handbook)
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<i>Jahung</i> Employee Date: <i>10-03-20</i>	<i>g. afienza</i> Staff Date: <i>10-03-20</i>	<i>g. afienza</i> Staff Date: <i>10-03-20</i>	<i>g. afienza</i> Supervisor Date: <i>10-03-20</i>	<i>g. afienza</i> Manager Date: <i>10-03-20</i>
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Date: Dec. 10, 2020

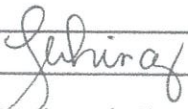
Date of Incident/Accident: Oct. 02, 2020

Details of Explanation: (Use additional page if necessary)

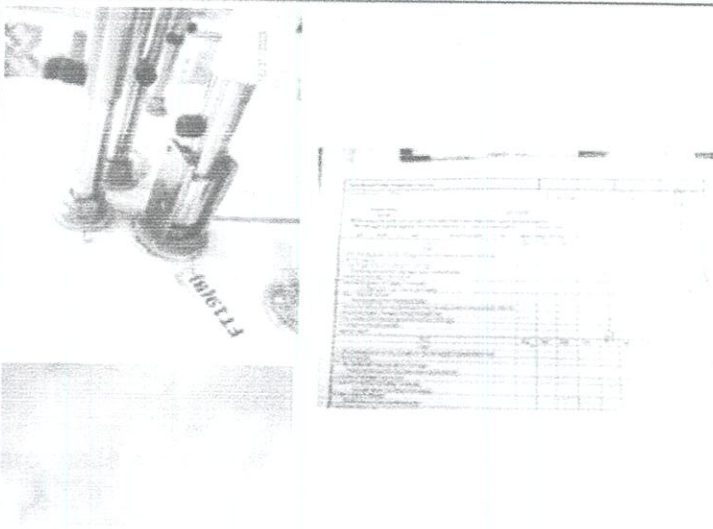
Nagkamali po ako ng pagcheck ng board ang nacheck ko kung can po ako nagstart magfillup sa checksheet ko dun po ako nag check ng board kaya po hindi ko po nakita namay NG na naka lagay sa check sheet.

Details of Countermeasure: (Use additional page if necessary)

hindi na po mayulit ang aking pagkakamali sa susunod po ay check ko na pong mabuti ang board


Employee's Signature

Recommendation:

Date & Time	October 02,2020/11:22	<div>Illustration</div> 
Shift & Group	D/S B	
Car Maker/ Model	Honda TKRA	
Line No.	3127	
Name	Hinay,Lilet	
ID No.	AEFL20371	
Batch No.	326	
Process	Assy	
FAS or Agency: specify	Add Even	
Person Informed	G.Atienza	
Audited by:	T.Sevilla	
Reason/Risk:		
Audit Details		
Detached cover of refference jig but still good on checksheet(Assv board Daily Inspection record)		