

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

DISCIPLINARY ACTION MEMORANDUM

DATE : July 13, 2020 CLIENT: FURUKAWA
EMPLOYEE NAME : Flores, Donalyn EMPLOYEE NO.: AEFL18304
DEPARTMENT : PD4/ SUZUKI 5117 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: NOT FOLLOWING SOP

Not updating list of Recording Real Value of pulling force of bando gun.
Audited by I-ALERT (Feb, 27, 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 Written Warning Only 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: CUEVA, DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Donalyn Flores 07/24/2020
Employee's Signature over Printed Name/Date

RECOMMENDATION	
NO. OF OFFENSE:	<u>1st offense</u>
DATE OF SUSPENSION:	<u>Written Warning</u>
RETURNED TO WORK:	<u>S. HORNIWA</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>KATHERINE O. GABRIEL</u> IMMEDIATE SUPERVISOR



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To : Flores, Donalyn
Position : Production Associate
ID Number : AEFL18304
Client Company : FALP
Date : July 13, 2020
Re : NOTICE TO EXPLAIN

Dear Ms. Flores,

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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Audited by I-ALERT (Feb, 27, 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:

CATEUM DIANA ROSE
Supervisor/Dept. Head

Received by: Donalyn R. Flores

Signature Over Printed Name

Date/ Time: 7/13/2020 / 1:30 PM

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-1A-2002-0721

AGENCY

Please Specify: Add-on

<u>M. Garcia</u>	<u>K. Hernandez / J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Flares, Denalyn Process: dukumi
 Position: Associate Group/Shift: NS / A
 ID Number: ATFL 18304 Date/ Time: Feb. 27, 2020 / 11:20
 Batch No.: 230 No. of Offense: 1st
 Car Model/Line: Suzuki / 517 Superior Name: R. Duencas

Non-compliance Reference/Document
Control Number:

FALP - 1A-1-ME1-192

Details of Audit Findings:

Not following SOP
Not updating list of Rewording Real value of pulling force of bandugun

WRITTEN EXPLANATION

I apologized for not updating my band gun checksheet. I promise that every start of
of the shift and breaktime that I always make sure to calibrate and updating
my checksheet, to assure that it would not happened again. Thank you for
your kind understanding.

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).

<u>Denalyn Flares</u> Employee Date: <u>Feb. 28, 2020</u>	<u>Puencas / Ponce</u> Jr Staff Date: <u>02-28-2020</u>	<u>James Magadia</u> Staff Date: <u>2/28/20</u>	<u>HERNANDEZ</u> Supervisor Date: <u>3/4/2020</u>	<u>G. Magadia</u> Manager Date: <u>03/05/2020</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: DONALYN FLORES

✓ Company Assigned: FAS

✓ Position: ASSOCIATE

✓ Date Hired: AUGUST 13, 2020

✓ Date: JULY 24, 2020

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ Nakalimutan ko pong iupdate ang aking checksheet dahil po na delay po ako sa aking process, sorry po, at pangako ko po na hindi na ito mauulit pa.

Details of Countermeasure: (Use additional page if necessary)

✓ Palagilagin ko na po iupdate ang aking checksheet, at sinusod na po ako sa SOP.

Recommendation:

✓ Donalyn Flores

Employee's Signature