



Branch Office:

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas  
Cellphone Number: 0915-832-0548 (Globe) / 0918-270-3598 (Smart)

## DISCIPLINARY ACTION MEMORANDUM

DATE : August 16, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Cantos, Renzo

EMPLOYEE NO.: AEFL19123

DEPARTMENT : PD5 / TKRA

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: Associate doing dis-insert of band.

### 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. BOYOLA


AEM COORDINATOR/SUPERVISOR

NOTED BY : May Marjorie S. Tabunan

AEM ASSISTANT GENERAL MANAGER

  
Cantos, Renzo

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense 2 days suspension Sept. 2, 3
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed Name/ Date	

2, Romanville Commercial Bldg., San Fernando, Maivav, Balangas  
Telephone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : Cantos, Renzo  
Position : PD5  
ID Number : AEFL19123  
Client Company : FALP  
Date : August 16, 2019  
Re : NOTICE TO EXPLAIN  
Dear Mr. Cantos,

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).*

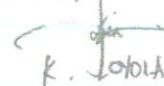
#### IV. PERFORMANCE/WORK/ATTITUDE

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: Details: Associate doing dis-insert of band.

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. Jolita

Supervisor/Depl. Head

Received by:

  
RENZO CANTOS

Signature Over Printed Name

Date/ Time: 08/17/19

EXPLANATION SHEET/COUNTERMEASURE SHEET

Employee: RENZO A. CANTOS

Company Assigned:

Position: ASSOCIATE

Date Hired: FEBRUARY 20, 2019

Date: 05/17/19

Date of Incident/Accident: 05/13/19

Details of Explanation: (Use additional page if necessary)

Kaya ko po nagawa yun sa kadahilanang delay na po ako at wala na ako buffer. Napilitan po akong gawin dahil kuli na pero nakatagal po na pang hinati ginagawa. nakatamt. Hindi ko po kasi napapensi at katulay yung table tie kaya kaya naisip nila ba bata ginagamit ko pa ang table tie po hindi na. Sam po naurawan nyo at pangpamaliit nyo po ang ating hag awa.

Details of Countermeasure: (Use additional page if necessary)

Hindi ko na po gagawin ang alam kong mali at magred tag nalang po ako kung meron po atong LG.

RA Cantos

Employee's Signature

Recommendation:

## WRITTEN EXPLANATION

Name: Renzo A. Santos

Date: 08/13/19

Violation \_\_\_\_\_

Line 3130

I pagpapamantnin nyo po ang ating paggawa ng hindi tama  
sangat delay po ako at walang buffer. Pero ang nung hindi ko pang gina  
na yun ay matagal na kaya po hindi natatagtag yung ~~band~~ <sup>table</sup> ay hindi ko  
po napapansin at katulay ng panglalarayan ng wire. Saan po sa manatn  
an at matagal nyo po ng isang sumakataon at pangako po hindi kumak  
gawain ang maling gawain

1. Pang Dis-mat

J. J. J.  
JR. STAFF

E. J. J.  
STAFF

A. Vergara  
SUPERVISOR

\_\_\_\_\_  
MANAGER