



Branch Office: 7
Unit 2, Bonanza II Center, 7th Floor, San Francisco, CA 94103
Telephone Number: 855-822-0549 (Global) 1-800-827-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : November 11, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Lumabe, Michelle

EMPLOYEE NO.: AEFL20232

DEPARTMENT : PD5/ HONDA TKRA 3126

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 using connector jig

Setting of connectors on tanmatsu jig instead on connector jig.

Audited by I-ALERT (OCTOBER 3, 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 6 (six) 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:

CUEVAS, DITHA ROSE
AEM COORDINATOR

NOTED BY

: ARLYN M. ALCARAZ
AEM SUPERVISOR

Gichell.
Lumabe, Michelle Nov 13, 2020

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM

NAME:

Lumabe, Michelle

EMPLOYEE NO.:

AEFL 20232

EMPLOYEE SIGNATURE

NO. OF OFFENSE:

2nd offense

SUSPENSION DATE:

Jan. 11 - 16, 2021

RETURN DATE:

Jan. 18, 2021

RETURN SHIFT:

DS

SHIFT/SCHEDULE:

A

PD/ LINE:

PD5 / 3130

IMMEDIATE SUPERVISOR
10
PRODUCTION MANAGER

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

To : Lumabe,Michelle
Position : Production Associate
ID Number : AEFL20232
Client Company : FALP
Date : November 11, 2020,
Re : NOTICE TO EXPLAIN

Dear Ms. Lumabe,

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: 'Not using connector jig
Setting of connectors on tanmatsu jig instead on connector jig.
Audited by I-ALERT (OCTOBER 3, 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:

ALBERTA B. MONTA RISE
Supervisor/Dept. Head

Received by: Michelle Lumabe
MICHELLE LUMABE

Signature Over Printed Name

Date/ Time: Nov 13, 2020 1:35 pm

I-ALERT WRITTEN EXPLANATION

Control No: FALP-W-2010-4030

☐ FAS

☒ AGENCY

Please Specify: Add Even

<u>R. Alegro</u> R. Alegro	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Lumabe, Michelle Process: Layout
 Position: Associate Group/Shift: NS-A
 ID Number: AEFL20232 Date/ Time: Oct. 3, 2020 / 2:58
 Batch No.: 316 No. of Offense: 1st
 Car Model/Line: Honda TRX / 3126 Superior Name: C. Fehmon

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-AP-101

Details of Audit Findings:

Not using conn. jig
Setting of conn. on tammatu-ig instead on conn. jig

WRITTEN EXPLANATION

Naipit ko po ang tammatu-connector sa tammatu dahil may insert
sa left side ng konektor, at na mga oval po na yun hindi pa ako tapos mag
layout sa left side kaya habang may ng insert pa po sa right side ng konektor po
magpipit ko sa tammatu ang naging konektor.

Sa susunod po paunahin kong matapos mag layout insert ang naging
station bago po ako mag layout ng sa ganun maiwasan ang mga gawain
na hindi inasahang mangyari.

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>Cicheli</u> Employee Date: <u>10-24-20</u>	<u>C. Fehmon</u> Jr Staff Date: <u>10-24-20</u>	<u>Staff</u> Date: <u>10/24/20</u>	<u>L. P. Perez</u> Supervisor Date: <u>10/24</u>	<u>Manager</u> Date: _____
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Lumabe Michelle C,

Company Assigned: FURUKAWA

Position: Associate

Date Hired: June 17, 2020

Date: 11-13

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Nailagay ko po ang connector sa tanmaku ng hindi inaasahan dahil sa may umunang associate na ~~inayos~~ ang kanyang binalikan ang kanyang process sa pag-iinsert at ng mga oras po na yan sa right side po sya ng iinsert, kaya po ang nagawa ko inipit ko muna connector sa tanmaku, at pinag patuloy ang pag lalayo out sa left side,

Details of Countermeasure: (Use additional page if necessary)

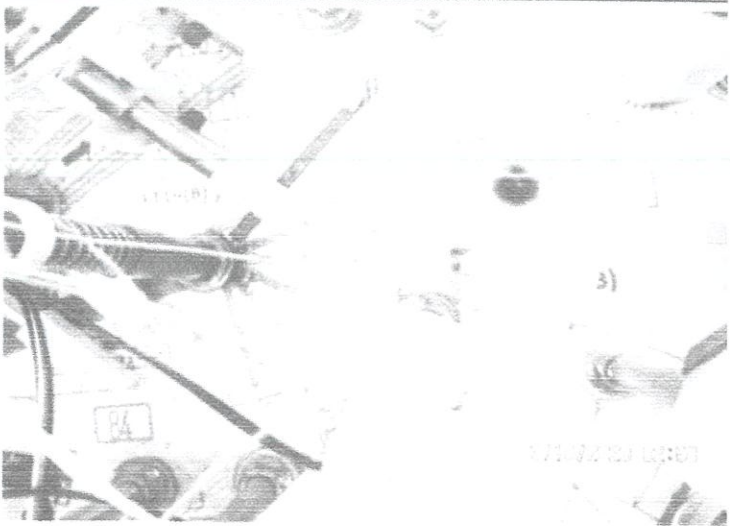
Samsunod po patataposin ko muna maging naunang station bago ako mag bay out ng hindi po nakagagawa ng mga bagay na hindi inaasahan.

Michelle

LUMABE MICHELLE

Employee's Signature

Recommendation:

Date & Time	October 03,2020/02:58	
Shift & Group	NS/A	
Car Maker/ Model	Honda TKRA Inpanel	
Line No.	3126	
Name	Lumabe,Michelle	
ID No.	AEFL20232	
Batch No.	316	
Process	Layout Process	
FAS or Agency: specify	Add Even	
Person Informed	C.Felimon	
Audited by:	R.Alegro	
Reason/Risk:		
Audit Details		
Setting of connector on tanmatsu jig instead on connector jig		