



Branch Office:  
Unit 3 (Main Office) Commercial Plaza, 4th Floor, Marikina City, Philippines  
Employee Number: 1001-1002 (Employee) / 1003-1004 (Add Even Manpower)

## DISCIPLINARY ACTION MEMORANDUM

DATE : September 13, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Mapacpac, Arjay N.

EMPLOYEE NO.: AEFL19040

DEPARTMENT : PD5/ 'Sub Assy /HONDA / 3125

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

Associate conduct advanced insertion during DOTsu NG on connector JSN-20F-  
GR wire color: P/

Audited by: I- ALERT (AUG 20, 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 (three) 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, DIANA ROSE  
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ  
AEM SUPERVISOR

Mapacpac, Arjay N.  
Employee's Signature over Printed Name/Date

RECOMMENDATION	
NO. OF OFFENSE:	<u>97</u> <u>1st offense</u>
DATE OF SUSPENSION:	<u>Oct. 13, 14, 15</u>
RETURNED TO WORK:	<u>Oct. 16, 2020</u>
	<u>gn</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>P. Roca</u> 9/17 IMMEDIATE SUPERVISOR
	<u>16</u> CLIENT MANAGER

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

To : Mapacpac, Arjay N.  
Position : Production Associate  
ID Number : AEFL19040  
Client Company : FALP  
Date : August 20, 2020  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Mapacpac,

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 following SOP**

**Associate conduct advanced insertion during DOTsu NG on connector JSN-20F-GR wire color: P/**

**Audited by: I- ALERT (AUG 20, 2020**

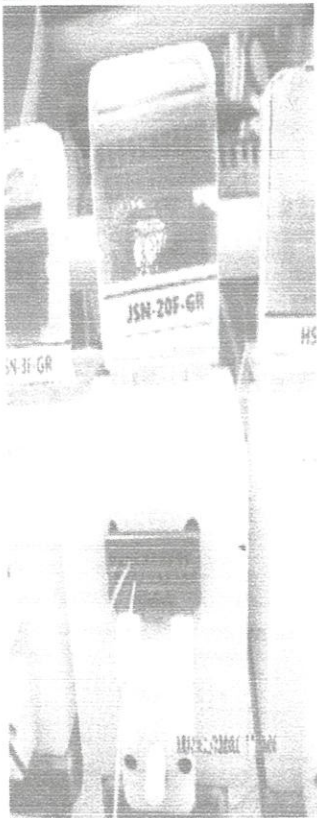
In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available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

For your information and strict compliance.

Served by:

CUEVAS, DIANA ROSE  
Supervisor/Dept. Head

Received by: MAPAC PAC ARJAY N.  
Signature Over Printed Name  
Date/ Time: 08/15/2020 / 3:36

Date & Time	August 20,2020/08:20am	Illustration	Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Honda TKRA		
Line No.	3125		
Name	Mapacpac,Arjay		
ID No.	AEFL19040		
Batch No.	249		
Process	Sub Assy		
FAS or Agency: specify	Add Even		
Person informed	C.Felimon		
Audited by:	J.Vintora		
Reason/Risk:			
Audit Details			
<u>Npot following SOP</u> Associate conduct advanced insertion during DOTSu on connector JSN-20F-GR wire color: P/			

Involve Employee: MAPALPAK ARJAY M.

Company Assigned: FAS

Position: Associate

Date Hired: 23/01/2019

Date: 09/15/2020

Date of Incident/Accident: 08/20/2020

Details of Explanation: (Use additional page if necessary)

Ata po si ARJAY P. MAPALPAK na na audit nung  
08/20/2020 na advance insertion lamping diten NGI CON, JSN-WF-GR.  
Hindi po yun advance insertion yun po ay nang aking insert yung  
wife sa JSN-WF-GR ay bigla pong natanggal yung wife sa  
connector, bali hirabol ko lang po yung pagtunog ng pc ay  
hindi na po umabot pero halos sabay lang mamah po yung  
pagtunog ng pc at pag insert ko, ang pag kataalun  
ko po sa advance insertion ay kung advance insertion po  
yun dapat ng cheat ang pc

stop call and wait  
system na poh ako sa tamang process

  
Employee's Signature

Recommendation: