

DS

DISCIPLINARY ACTION MEMORANDUM

DATE : October 9, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Pandaan, Christian Jay G.

EMPLOYEE NO.: AEFL20165

DEPARTMENT : PD5/ HONDA INITIAL

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: 'Not Following SOP

Associate conduct advanced input on Data of wire length even he did not yet measure actual length of shikakari.

Audited by I-ALERT (September 02, 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.

PREPARED BY: CUEVAS, DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY: ARLYN M. ALCARAZ
AEM SUPERVISOR

Pandaan, Christian Jay G
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	<u>Pandaan, Christian Jay</u>
EMPLOYEE NO.:	<u>AEFL 20165</u>
VIOLATION:	<u>1st offense</u>
SUSPENSION DATE:	<u>Oct. 27, 28, 29</u>
RETURN DATE:	<u>Oct. 30</u>
RETURN SHIFT:	<u>DS</u>
SHIFT/SCHEDULE:	<u>B</u>
PD/ LINE:	<u>PD5 / HONDA INITIAL</u>
EMPLOYEE SIGNATURE	<u>[Signature]</u>
PRODUCTION SUPERVISOR	<u>[Signature]</u>
PRODUCTION MANAGER	<u>[Signature]</u>

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

To : **Pandaan, Christian Jay G.**
Position : Production Associate
ID Number : AEFL20165
Client Company : FALP
Date : **October 9, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Mr. Pandaan,

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 input on Data of wire length even he did not yet measure actual length of shikakari.


Audited by I-ALERT (September 02, 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: 
Christian Jay Pandaan

Signature Over Printed Name

Date/ Time: 2020/10/12 /

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP-1A-2009-0022

AGENCY

Please Specify: addeven

<u>Supervisor</u> M. Navarro	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Christian Jay Paduan
Position: Associate
ID Number: 09FL20165
Batch No.: 311
Car Model/Line: Honda TRAILBLAZER

Process: Auto crimping
Group/Shift: OS 13
Date/ Time: September 2, 2020
No. of Offense: 1st offense
Superior Name: M. Navarro

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Not following SOP - Advance input on data of wire length even he did not measured yet the actual length of mikakari

WRITTEN EXPLANATION

Matagal po kasi lumabas ang kanban kaya mag advance input po ako
po na nag lelonghi naman po ako - U

* Follow the S.O.P, then wait for the printer until the kanban has printed.

REMARKS/ EVALUATION

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

<u>CHRISTIAN JAY PADUAN</u> Employee Date: <u>9-19-2020</u>	<u>M. Navarro</u> Jr Staff Date: <u>9-19-2020</u>	<u>M. SALUDO</u> Staff Date: <u>09/19/20</u>	<u>R. REYES</u> Supervisor Date: <u>09/20/20</u>	<u>J. Reyes</u> Manager Date: _____
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Recommendation:

Employee's Signature

EXPLANATION SHEET

Employee: Christian Jay Pandan Company Assigned: PAS

Position: Associate / Operator Date Hired: May 30, 2020

Period: 2020 / 10 / 12

Type of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

(that time) Noon time po kasi nun loaded po kami kaya kanilang
ko po matapos ang load ko. Tapos yung printer ko po na ginagamit
ay nag loko sobra pang tagal mag print kaya ko po naka pag input
alo ng wire length. Para po kahit papaano ay bago matapos ang
run ng wire ay nakalabas na po ang kable.

Yspw.

Employee's Signature

Recommendation:

