

Branch Office:
Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0546 (Globe) | 0918-279-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 17, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Atienza, Rechelle

EMPLOYEE NO.: AEFL18160

DEPARTMENT : PD4/SUZUKI

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: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample

-Audited by I-alert

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 two (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: Brenda M. Anaya
AEM COORDINATOR/SUPERVISOR

NOTED BY : May Marjorie S. Tabunan
AEM ASSISTANT GENERAL MANAGER

Atienza, Rechelle

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense 2 days suspension Oct. 29, 20
RECOMMENDATION	
ACKNOWLEDGE BY:	
MANAGER	<u>[Signature]</u> Signature Over Printed Name/ Date

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

To : Atienza, Rechelle
Position : Production Associate
ID Number : AEFL18160
Client Company : FALP
Date : October 17, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Atienza,

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.

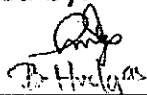
Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Audited by I-alert


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:



Supervisor/Dept. Head

Received by: 

Signature Over Printed Name
Date/ Time: 10/17/19



1 ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1343

☒ AGENCY

Please Specify: ADD EVEN

 J.R. Pines	 G. Magadia
Audited By:	Noted By:

Name: Atienzo, Rochelle
Position: Associate
ID Number: AEFL18160
Batch No.: 224
Car Model/Line: Suzuki 401/5120

Process: Appearance /
Group/Shift: AIDS
Date/Time: 9-19-19 / 08:30AM
No. of Offense: 2nd
Superior Name: A. Lamonte

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the product

Details:

Inspector did not compare actual harness to master sample

SHORT EXPLANATION






[illegible]

Remarks/Evaluation

Already give written explanation.

Re-educate the proper point to point system. JE. Staff monitor during inspecting of apparatus Inspector.

Issue Penalty

 Signature of Employee Date: <u>02/26/19</u>	 IR Staff Date: <u>02-27-19</u>	 Shift Supervisor Date: <u>02/27/19</u>	 Supervisor Date: <u>02-27-19</u>	 Manager Date: _____
---	--	--	--	--

EXPLANATION SHEET/COUNTERMEASURE SHEET

Olve Employee: Rehelle Atienza

✓ Company Assigned: FURUKAWA

Position: Production Operator

✓ Date Hired: July 2, 2018

✓ Date: October 17, 2019

✓ Date of Incident/Accident: September 19, 2019

Details of Explanation: (Use additional page if necessary)

✓ Ako po si Rehelle na nareadit ng mga ALERT na hindi pagcompare ng harness na actual versus marker sample sa kadahilangang ang pagkakaralan ko po ay pumadag na nagpapantip na point at nacompare yang harness na actual at marker sample ay pumadag na pang mawala yang marker sample at normal na lang po yang mawala pero kailan po gawin nareadit sa dia po ang lumang checking o check point ng repair connector at parte ng harness kahit na hindi sumat - record ang checking sa connector kahit na alam ko po maging namin na kailangan din na hawak talaga ang dalawang harness na marker sample at actual habang naginspect ay hindi po namin at maging ako maiiwasan na gawin ang paginspect ng actual lumang pagkatapos point to point at compare sa marker sample sapantat subrang downtime po namin sa dia / sa amon lupo nayo pagtambalan kami na kailangan paing sumabag sa bilis ng sub itasy na dapat ganun oras ay mabibigay namin ang kailangang output na binibigay na kailangang target sa amon line.

Details of Countermeasure: (Use additional page if necessary)

✓ Sagutan ko na po ng tama na kagaya ng nareadit na pagcompare ng actual harness at marker sample na parte na dia po ngayon na inspect ang actual lumang pagkatapos compare ito ng dia by side.

Recommendation:

Employee's Signature