

Branch Office: Unit 2. Remanville Commercial Eldg., San Fernando, Malvar, Batangos Celiphone Number: 0915-632-0548(Globe) | 0918-275-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 26, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME

: Bernal, Jodelyn

EMPLOYEE NO.: AEFL18367

DEPARTMENT

: PD5/Honda 3108

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: Inspector did not compare actual harness to master sample.

Inspector did not follow the proper treatment when encountered abnormality

-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 <u>2 days suspension</u> 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:

AEM COORDINATOR/SUPERVISOR

NOTED BY

AEM ASSISTANT GENERAL MANAGER

Bernal, Jodelyn

Employee's Signature over Printed Name/Date

No. of Offense:

JST CHUSE

THE (1) days SUSPENSION

NOV. U-7, 2019

ACKNOWLEDGE BY:

MANAGER

Signature Over Printed Name/Date



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

То	Bernal, Jodelyn	
Position	Production Associate	*******
ID Number	AEFL18367	
Client Company	; FALP	
Date	October 26, 2019	
Re	: NOTICE TO EXPLAIN	

Dear Ms. Bernal

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: Inspector did not compare actual harness to master sample.

Inspector did not follow the proper treatment when encountered abnormality

-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:

k Lobak

Supervisor/Dept. Head

Received by:

BERHAL MOPEUN A.

Signature Over Printed Name

Date/ Time: Oct. 20. 20(4 (12:45 cm))



EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: DERNAL JEDELYN	Company Assigned: FUKUKAWA
Position: ASCOCIATE	Date Hired: SEPT. D3. 2D18
Date: 0c1. 20. 2019	
Date of Incident/Accident: ಆ೯೯೩ 20' ಬುಳ	
Details of Explanation: (Use additional page if necessary)	
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Employee's Signature	Recommendation:

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	Name:	Bernal, Jodelyn	Process:	Appearance	
	Position:	Acrociate	Group/Shift:	AIDS	•
	ID Number:	ACFL 12367	Date/ Time:	09-20-19 /10:20	<u>a</u> m
	Batch No.:	233	No. of Offense:	, 1/f	.
	Car Model/Line:	***************************	Superior Name:	p. Derapete	
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Signature of Employee

Date: Lent 1 Lin 189

A. DE PAPUTE JUSTAFF Date: 69/26/17

Staff
Date: 9Kv/19

Supervisor
Date: 9/26/61

Markger Date: