

DISCIPLINARY ACTION MEMORANDUM

DATE : March 21, 2021 CLIENT: FURUKAWA
EMPLOYEE NAME : Generoso, Rea Nielza M. EMPLOYEE NO.: AEFL18262
DEPARTMENT : PD1 SEC3 Daihatsu 2109 210G 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: 'Advance Insertion of Wire/Non Compliance on Insert Pull
Method Associate conduct advance insertion of wire on connector DS-10F
and S-20MA wire color Gr/ W/ Gr/ G/ P/ W/B
> Associate also conduct masspulling during sub-assembly process
Audited by I ALERT(Feb 15, 2021)

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 three (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:

K. LOYOLA
AEM COORDINATOR

NOTED BY : Arlyn M. Alcaraz
AEM SUPERVISOR

Generoso, Rea Nielza M.

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM

NAME:	Generoso, Rea Nielza	EMPLOYEE SIGNATURE
EMPLOYEE NO.:	AEFL18262	
NO. OF OFFENSE:	1st offense	
SUSPENSION DATE:	May 3, 4, 5	IMMEDIATE SUPERVISOR
RETURN DATE:	May 6, 2021	
RETURN SHIFT:	DS	
SHIFT/SCHEDULE:		MANAGER

REWORKING DETAILS

(For defect found at Inspection Process)

PROCESS DETECTED	LINE	SHIFT	GROUP	CAR MODEL	INSPECTION DATE	INSPECTOR NAME	Confirmed & Verified By: (PD Staff/QA Staff)

[illegible]**DEFECT CODE**

Missing Spot Taping	Missing Combined Taping Of LA	Missing Combined Taping of Ultrasonic	Missing Cross Taping	Missing 1 side Taping on 2 sided clamp	Missing Option Taping
A	B	C	D	E	F
Missing FCLT Tape	Missing Fixing on Protector	Missing Closed Taping	Missing Open Taping	Missing Cloth Taping	Detached LA Combine
G	H	I	J	K	L
Deformed Taping of Grommet	Unlocked Protector	Imperfect Lock of Protector	Foreign Material	Loose Taping of Clamp	Mis-aligned combine of LA
M	N	O	P	Q	R
Wrong Used of Tape	Wrong Taping Method	Wrong View of Connector	Wrong View of Branch after Binding	Inverted Position of LA	Sagged Wires
S	T	U	V	W	X
Others					
Y					

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

To : **Generoso, Rea Nielza M.**
Position : **Production Associate**
ID Number : **AEFL18262**
Client Company : **FALP**
Date : **March 21, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Generoso,

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

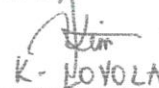
4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Advance Insertion of Wire/Non Compliance on Insert Pull Method Associate conduct advance insertion of wire on connector DS-10F and S-20MA wire color Gr/ W/ Gr/ G/ P/ W/B
> Associate also conduct masspulling during sub-assembly process
Audited by I ALERT(Feb 15, 2021)

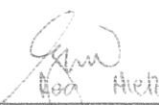
In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available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

For your information and strict compliance.

Served by:


K- LOYOLA

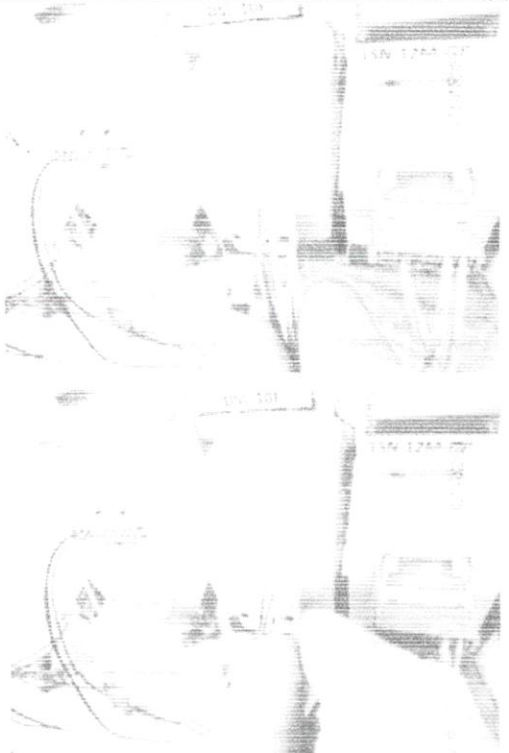
Supervisor/Dept. Head

Received by: 
Generoso, Rea Nielza
Signature Over Printed Name
Date/ Time: 21 March 2021

Confirmed & Verified By: (PD Staff/QA Staff)

[illegible]

Missing Spot Taping	A	Missing Combined Taping Of LA	B	Missing Combined Taping of Ultrasonic	D	Missing Cross Taping	Missing 1 side Taping on 2 sided clamp	F	Missing Option Taping
Missing FCLT Tape	G	H	I	J	K	L	Missing Cloth Taping	Detached LA Combine	
Deformed Taping of Grommet	M	N	O	P	Q	R	Loose Taping of Clamp	Mis-aligned combine of LA	
Wrong Used of Tape	S	T	U	V	W	X	Inverted Position of LA	Sagged Wires	
Others									
Y									

Date & Time	February 15, 2021/10:50	Illustration 
Shift & Group	DS/B	
Car Maker/ Model	Daihatsu Old	
Line No.	2106	
Name	Rea Nielza Generoso	
ID No.	AEFL18262	
Batch No.	229	
Process	Sub-Assembly Process	
FAS or Agency: specify	Addeven	
Person Informed	L.Javier	
Audited by:	D.Tiemsem	
Reason/Risk:		
Audit Details		
Associate conduct advance insertion of wire on connector DS-10F and S-20MA wire color Gr/ W/ Gr/ G/ P/ W/B > Associate also conduct masspulling during sub-assembly process		

QCA-097-00

Master Sample Daily Inspection Record

Customer:
Car Model:

Line No.:
Shift:

[illegible]

LEGEND: O : NORMAL X : NO GOOD  Already repaired and checked

Note 1 : Inspector needs to put 'X' in any defect found. Defect should also be repaired eventually. After repair, FGI inspector checks the repaired master sample. Appearance or QA inspector corrects the 'X' with a double slash and encircle it. Last appearance or QA inspector affixes her signature as a confirmation that the repaired portion is already good.

Note 2 : Jr. Staff signing will be on weekly basis but must also regularly check if properly filled-up by members.

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: addition

Control No: FALP-A-2102-254

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Red Nelia Generoso
Position: Associate
ID Number: AFEL 18362
Batch No.: 229
Car Model/Line: hatchback okt 2016

Process: subassy
Group/Shift: PS-B
Date/Time: Feb. 15, 2021 / 10:30
No. of Offense: 1st
Superior Name: L. Javier

Non-compliance Reference/Document Control Number:
FALP-WI-PRD-SA-003

Details of Audit Findings: advance insertion of wire / Non compliance on Insert Pull method, associate conduct advance insertion of wire on conn. PS-10P and 5 some wire color: gr/n, gr/b, p/ B/B and also conduct msa pulling during a

WRITTEN EXPLANATION

Ang is Pea Nelia Generoso ay nareport ng I-alert na nagkarinaid ko po ininsert ang wire ng G2/W sa connector sa PS-10P/B pero hindi ko po ako pag msa pulling signal po dahil tinatukoy yung wire kaya akala po ng I-alert ay msa pulling ako ita sinigurado ko naman po na hindi yun magkataba-TBO dahil walaki po yung terminal at lince ng connector kaya imposible po na magkarinaid yun ng TBO. Masan din po ng nahimnapon ako ng mag insert ng wire dahil put sa gap ng pagka-twist sa kumod po ay ipapadala ko sa bagad sa ur status ko pag man po ako norecometer sa gamit.

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>[Signature]</u> Employee Date: <u>12/12/21</u>	<u>[Signature]</u> Jr Staff Date: <u>12/12/21</u>	<u>[Signature]</u> Staff Date: <u>2/12/21</u>	<u>[Signature]</u> Supervisor Date: <u>2/12/21</u>	<u>[Signature]</u> Manager Date: <u>3/2/21</u>
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Customer:
Car Model:

Line No.:
Shift:

[illegible]

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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Genesio Dea Nieto

Company Assigned: LUPKAWA

Position: Associate

Date Hired: AUG 01, 2018

Date: March 25, 2021

Date of Incident/Accident: Feb. 15, 2021

Details of Explanation: (Use additional page if necessary)

Ako si Dea Nieto Genesio ay naudat ng talent na magkasund to insert ang wire Gt/W sa connector sa DC-10F siguro po dahil twisted yung wire kaya pasabing nasa pulling ang guma ko, minsan po kase ay malut ang gap ng twisted wire kaya mahirapan din po ako pero cini-sigurado ko naman po na hindi yun magkakatubo dahil malaki ang terminal at lince ng connector.

Details of Countermeasure: (Use additional page if necessary)


Hindi ko na po pagsasabayin ang pig-insert ng twisted wire at isa - kalin ko na po ang luba kapag twisted. Susunod na po ako sa SOP.


Employee's Signature

Recommendation:

Customer:
Car Model:

Line No.:
Shift:

LEGEND: O : NORMAL X : NO GOOD  Already repaired and checked

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