



Branch Office:
Unit 2, San Jose Commercial Bldg., San Fernando, Malvar, Bataan.
Cellphone Number: 0915-832-6548 (Globe) ; 0918 229-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : September 13, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Villar, Rica

EMPLOYEE NO.: AEFL18297

DEPARTMENT : PD3/ MAZDA 1121

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: UN-AUTHORIZED HIDDEN REPAIR

Associate conduct pushing of clamp due to short band-cut during appearance inspection.

Audited by I- ALERT (March 13, 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 day 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: QUEVAS DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : Arlyn M. Alcaraz
AEM SUPERVISOR

Rica Villar
Villar, Rica

Employee's Signature over Printed Name/Date

RECOMMENDATION

NO. OF OFFENSE:

1st offense

DATE OF SUSPENSION:

Nov. 14 to 17, 2020

RETURNED TO WORK:

Nov. 18, 2020

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

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

To : Villar, Rica
Position : Production Associate
ID Number : AEFL18297
Client Company : FALP
Date : September 13, 2020
Re : NOTICE TO EXPLAIN

Dear Ms, Villar,

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).

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Audited by I- ALERT (March 13, 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:

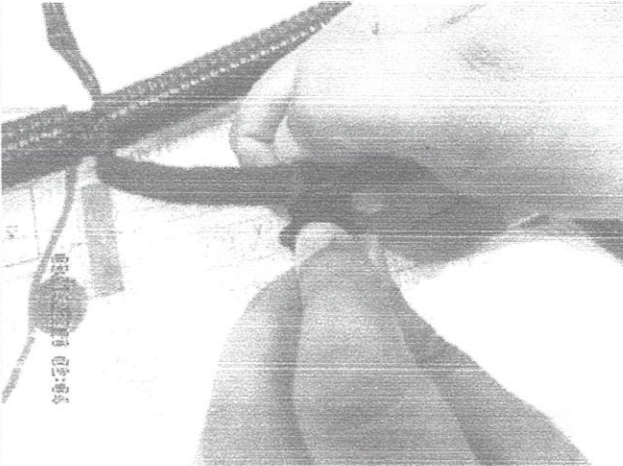
CUEVAS, DIANA ROSE
Supervisor/Dept. Head

Received by:

RICA VILLAR

Signature Over Printed Name

Date/ Time: _____

| | | |
|--|--------------------|--|
| Date & Time | March 13,2020/8:45 | Illustration  |
| Shift & Group | NS-B | |
| Car Maker/ Model | Mazda Merge | |
| Line No. | 1121 | |
| Name | Villar, Rica | |
| ID No. | AEFL18297 | |
| Batch No. | 230 | |
| Process | Appearance | |
| FAS or Agency: specify | Add Even | |
| Person Informed | C. Gardiola | |
| Audited by | R. Alegro | |
| Reason/Risk: | | |
| Audit Details <u>Un-authorized Repair/Hidden Repair</u> Appearance inspector conduct pushing of clamp due to short bandcut during Appearance inspection. Product: KN35-67-060 Lot No: 59XC78 * Serial Number: 66 >harness already good. | | |

I-ALERT WRITTEN EXPLANATION

Control No: HRGA-19-2003-1021

AGENCY

Please Specify: addendum

| | | |
|--------------------------------|---|--------------------------------|
| <u>R. Arago</u> Audited By: | <u>K. Hernandez/ Reyes</u> Checked by: | <u>G. Magadia</u> Noted By: |
|--------------------------------|---|--------------------------------|

Employee: Villar Rica
Position: Associate
ID Number: PHL 18293
Batch No.: 230
Car Model/Line: Mazda Merge/1121

Process: Appearance
Group/Shift: US/3
Date/ Time: March 13, 2020 / 8:45
No. of Offense: 1st
Superior Name: C. Gardiola

Non-compliance Reference/Document
Control Number:
HRGA - 2019 - 011-14

Details of Audit Findings:

un-authorized repair / hidden repair
appearance inspection conduct pushing or clamp due to chass bandaid during appearance process. harness already good.

WRITTEN EXPLANATION

Ako po si Rica Villar ay nahuli ng I-alert na naghatula ng clamp dahil
It po ay short tinulat ki po ang clamp kung magla-lase babalik. Tumawag po ako ng
naghatula po may pinuntahan pala po ang leader namin. Ang expert naman po namin
ay nakapartan kaya tinulat ko nalam po ng bahagya ang clamp para check.
Per hindi po po good yung harness na yan dahil hindi po po namin ita-alignment
at sino po ang alignment namin. Yung pang pinicturan ng I-alert ay ang daily
sample po namin na ginagamit.

REMARKS/ EVALUATION

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

☐

Agency/FALP Written Only(based on handbook)

for : signature
of HTE

| | | | | |
|--|--|---|---|--|
| <u>[Signature]</u> Employee Date: <u>3/14/2020</u> | <u>[Signature]</u> Jr Staff Date: <u>3/14/20</u> | <u>[Signature]</u> Staff Date: <u>3/14/2020</u> | <u>[Signature]</u> Supervisor Date: <u>03/16/2020</u> | <u>[Signature]</u> Manager Date: <u>8/7/20</u> |
|--|--|---|---|--|

[Signature]
Employee's Signature

Recommendation:

EXPLANATION SHEET

Involve Employee: VILLAR, RICA A

Company Assigned: FALP

Position: ASSOCIATE

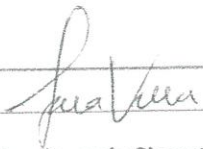
Date Hired: Aug 13, 2018

Date: 09-17-20

Date of Incident/Accident: 07-15-20

Details of Explanation: (Use additional page if necessary)

Ako po si Rica Villar ay nahuli ng l-alert na nagtutukal ng clamp dahil ito po ay short. Tinulak ko po ang clamp kung mag-lamse o kabalik tumawag po ako ng magtutukal pero may pinuntahan po pala ang leader namin. Ang expert namin po namin ay nakaportion. Kaya tinulak ko nalang po ng bahagya ang clamp para i-check. Pero hindi po po good ang harness na yon dahil hindi po po namin na alignment at are po ang alignment jig namin yung piniduran ng l-alert ay ang daily sample po namin na ginagamit.



Employee's Signature

Recommendation:
