

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : March 8, 2021 **CLIENT: FURUKAWA**  
**EMPLOYEE NAME** : **Provida, Vanessa I.** **EMPLOYEE NO.:** AEFL20079  
**DEPARTMENT** : PD1 SEC 1 SUZUKI 5104 **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: 'Not good filling up COT insertion Jig.**  
**Damaged COT jig but mark as "ok" on check sheet.**  
**Audited by I-ALERT (January 9, 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 Written Warning 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:** ARLYN M. ALCARAZ  
**AEM COORDINATOR/SUPERVISOR**

**NOTED BY** : ARLYN M. ALCARAZ  
**AEM SUPERVISOR**

**Provida, Vanessa I.**

**Employee's Signature over Printed Name/Date**

RECOMMENDATION FORM	
NAME:	Provida Vanessa
EMPLOYEE NO.:	AEFL20079
NO. OF OFFENSE:	1st offense
SUSPENSION DATE:	-
RETURN DATE:	-
RETURN SHIFT:	-
SHIFT/SCHEDULE:	A
PD/ LINE:	5104
EMPLOYEE SIGNATURE	<i>[Signature]</i>
IMMEDIATE SUPERVISOR	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>

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

To : **Provida, Vanessa I.**  
Position : Production Associate  
ID Number : AEFL20079  
Client Company : FALP  
Date : March 8, 2021  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Provida,

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 good filling up COT insertion Jig.  
Damaged COT jig but mark as "ok" on check sheet.  
Audited by I-ALERT (January 9, 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:

CUEVAS, DIANA ROSE  
Supervisor/Dept. Head

Received by:

VANESSA I. PROVIDA

Signature Over Printed Name

Date/ Time: 8-9-21 11:50

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2101-106

☐ FAS

☒ AGENCY

Please Specify: Add Even

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

Name: Provida, Vanessa  
 Position: Associate  
 ID Number: A6PL20079  
 Batch No.: 002  
 Car Model/Line: Suzuki Y31 / 5104

Process: Bukumi  
 Group/Shift: Dr. A  
 Date/ Time: Jan. 09, 2021 / 11:30  
 No. of Offense: First Offense  
 Superior Name: M. Sanchez

Non-compliance Reference/Document  
 Control Number:

FMP-WI-PRD-MP-101

Details of Audit Findings: No good filling up COT insertion vig

Damaged car jig but mark as OK on checksheet.

## WRITTEN EXPLANATION

Hindi ko naparin na may kumitang damaged sa ang aking COT na sunde na sa itong makadagang at hindi pa puwedeng gamitin sa maliliit na COT ngunit nakagord pa rin ito sa aking checksheet. Sa momentong pa-akin na pang-icheck ng mayas ang aking COT jig na hindi na ito manulit.

## 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>M. Sanchez</u>	<u>M. Sanchez</u>	<u>M. Sanchez</u>	<u>M. Sanchez</u>	<u>M. Sanchez</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/19/21</u>

Involve Employee: **PROYDA, VANESSA I.**

Company Assigned: **MANPOWER**

Position: **Production Operator**

Date Hired: **Feb. 17, 2020**

Date: **March 29, 2021**

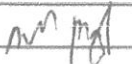
Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Hindi ko po napansin na may kumutang damaged ang aking CAT Mig na  
pinalat na po itong nakadamaged at hindi na pwedeng gamitin sa maliliit na  
RCF kung hindi na kaayos pa rin ito sa aking checklist, sa samantalang  
po akin na po itong icheck ng mayors ang aking aking CAT Mig ng hindi  
na ito malilit.

Details of Countermeasure: (Use additional page if necessary)

sa samantalang po akin na pang icheck ng mayors ang aking CAT Mig  
ng hindi na ito malilit.

  
Employee's Signature

Recommendation: