

## DISCIPLINARY ACTION MEMORANDUM

DATE : February 17, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : Jamorawon, Maria Lyn O.

EMPLOYEE NO.: AEFL20463

DEPARTMENT : YT3 5135

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 person doing the process  
Doing Sub Assy process even not certified.**

**Audited by I-ALERT (January 11, 2021)**

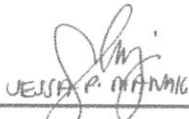
### VIOLATION COMMITTED:

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 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:

  
JESSA P. ANANIC

**AEM COORDINATOR/SUPERVISOR**

NOTED BY

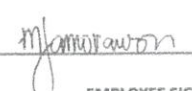
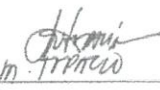
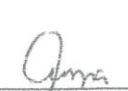
**: ARLYN M. ALCARAZ**

**AEM SUPERVISOR**

  
Jamorawon, Maria Lyn O.

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

### RECOMMENDATION FORM

NAME:	Jamorawon, Maria Lyn	
EMPLOYEE NO.:	AEFL20463	EMPLOYEE SIGNATURE
NO. OF OFFENSE:	2nd offense	
SUSPENSION DATE:	March 8, 9-10-11	
RETURN DATE:	March 11	IMMEDIATE SUPERVISOR
RETURN SHIFT:	A	
SHIFT/SCHEDULE:	512r	

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

To : Jamorawon, Maria Lyn O.  
Position : Production Associate  
ID Number : AEFL20463  
Client Company : FALP  
Date : February 17, 2021  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Jamorawon,

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: 'Un-authorized person doing the process  
Doing Sub Assy process even not certified.  
Audited by I-ALERT (January 11, 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:

PER:  
CUEVAS, PIA V R R  
Supervisor/Dept. Head

Received by:  
Maria Lyn Jamorawon  
Signature Over Printed Name  
Date/ Time: 02-17-21 12:43 PM





# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TAMP-1A-2101-148

☒ AGENCY

Please Specify: Add Even

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

Name: Jamoraon  
 Position: Marialyn  
 ID Number: AEFI20468  
 Batch No.: 332  
 Car Model/Line: Daihatsu DDI 2113

Process: Sub Assy  
 Group/Shift: NS-B  
 Date/ Time: Jan. 11, 2021 / 09:00  
 No. of Offense: FIRST OFFENSE  
 Superior Name: R. Robles

Non-compliance Reference/Document  
 Control Number:

TAMP-1A-PRD-SA-048

Details of Audit Findings: Un-Authorized Person Doing the Process  
Doing Sub Assy Process even not certified.

## WRITTEN EXPLANATION

Nagawa ko pong mag Sub kasi po wala nang buffer at  
delay na ang station ko kati kasi kulang din po sa tao kami mag  
araw na yon wala pang Makuhang support

Magforas na po sa susunod kum anong process lang ang  
aking certified at wag kum ano-anong process para (Maliw) Hindi na  
Ma Audit ulit

## 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>Jamoraon</u>	<u>J. Solmosa</u>	<u>J. Robles</u>	<u>Supervisor</u>	<u>Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>61-13-21</u>	Date: <u>1-13-21</u>	Date: <u>1-13-21</u>	Date: <u>1-13-21</u>	Date: <u>1-13-21</u>

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Marialyn Jamorawon

Company Assigned: FAS

Position: Production Associate

Date Hired: Oct 03 2020

Date: 02-17-21

Date of Incident/Accident: 01-11-21

Details of Explanation: (Use additional page if necessary)

nagawa ko po ang mag sub dahil po delay na  
ang lay-out ko at wala pang binibigay na support noon  
sa line namin

Details of Countermeasure: (Use additional page if necessary)

Mag hihintay nalang po ng support kung kulang ang tao  
namin para magkaroon ako ng buffer para sa pag lay-out ko  
hindi narin po ako gagawa ng process na di ako  
authorized pa maiwasan ang ma-audit

M. Jamorawon

Employee's Signature

Recommendation: