

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

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : January 11, 2020

**CLIENT: FURUKAWA**

**EMPLOYEE NAME** : Comia, Fatima P.

**EMPLOYEE NO.:** AEFL19269

**DEPARTMENT** : PD5/ SUBARU 7105

**SHIFT: B**

### 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 pulling of branch due to encountered minimum dimension from center of junction to LA
- 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 1 (one) 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: CELINA D. RAY  
**AEM COORDINATOR/SUPERVISOR**

NOTED BY : May Marjorie S. Tabunan  
**AEM ASSISTANT GENERAL MANAGER**

Comia, Fatima P. 02/10/20

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

RECOMMENDATION	
DATE OF SUSPENSION:	<u>March 26, 2020</u>
RETURNED TO WORK:	<u>March 7, 2020</u>
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR

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To : Comia, Fatima P.  
Position : Production Associate  
ID Number : AEFL19269  
Client Company : FALP  
Date : January 11, 2020  
Re : NOTICE TO EXPLAIN

Dear Ms. Comia,

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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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:

CUEDES, DIOSDAD KASE  
Supervisor/Dept. Head

Received by:

FATIMA A. COMIA  
Signature Over Printed Name

Date/ Time: 02/11/20 12:56 pm

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Fatima Comia

✓ Company Assigned: FURUKAWA

✓ Position: Associate

✓ Date Hired: May 02, 2019

✓ Date: 02/10/19

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ Ako po si Fatima Comia ay naaudit dahil hinila ko po ang LA capagkat minimum po ip, di naman po totally na hinigit parang yung LA po na branch ay akong tinuturing po si po siya pwetabang bala kay alam ka po sa cano ko m na malunapay lamang, pero akin ko po na paulatim, ay sakop po na lahat ng expert at jr. staff ay nakaportin may isa pong floating pero unalir po siya, wala po akong matawag nun ay ibang trabahan na, kaya po nagawa ko ang mga bagay na pinagbabawal dito sa kompanya.

Details of Countermeasure: (Use additional page if necessary)

✓ When I encountered abnormality I'll STOP! Call and wait  
- diko na po gagawin ang mga bagay na karami hindi naayos sa patakaran ng kompanya.  
- mag hondon na lamang po ako or mag-aarbay ng mag-aayos of authorized person.

Recommendation:

Employee's Signature

IMMEDIATE SUPERVISOR

1/3/5