



Branch Office:  
Unit 2, Bonanzaville Commercial Bldg., San Fernando, Manila, 2009  
Add Even Manpower Resources and Solutions, Inc.

## DISCIPLINARY ACTION MEMORANDUM

DATE : November 5, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Antonio, Arche Rose

EMPLOYEE NO.: AEFL19408

DEPARTMENT : PD2/D01L 2115

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: Not following SOP.

Not updating of list recording real value of pulling force of bando gun.

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 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: Brinda Joy M. Hugas  
AEM COORDINATOR/SUPERVISOR

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

Antonio, Arche Rose

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
RECOMMENDATION	1 day suspension
	Nov. 12
ACKNOWLEDGE BY:	<u>[Signature]</u> 11/7
MANAGER	Signature Over Printed Name/

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

To : **Antonio, Arche Rose**  
Position : **Production Associate**  
ID Number : **AEFL19408**  
Client Company : **FALP**  
Date : **November 5, 2019**  
Re : **NOTICE TO EXPLAIN**  
Dear Ms. Antonio,

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 following SOP.

Not updating of list recording real value of pulling force of bando gun.

Audited by I-Alert


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:

  
B. Huelgas

Supervisor/Dept. Head

Received by:   
ARCHE ROSE ANTONIO

Signature Over Printed Name

Date/ Time: Nov 4, 2019



EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Arlene Rose Anterwid

✓ Company Assigned: JAC

✓ Position: Production Associate

✓ Date Hired: June 11, 2011

✓ Date: November 6, 2011

✓ Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ I will be to update my aging background check to establish my responsibility to the company for the past 10 years.

Details of Countermeasure: (Use additional page if necessary)

✓ I will be to update my aging background check to establish my responsibility to the company.

✓ Arlene Rose Anterwid  
Employee's Signature

Recommendation:

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1910-1857

☒ AGENCY

Please Specify: ADD EVEN

<i>AKAIA</i> A. V. AGUIRE	<i>GP</i> G. Magadia
Audited By:	Noted By:

Name: ARACEL RAE ANTONIO  
Position: ASISTENTE  
ID Number: AEFL-19405  
Batch No.: 270  
Car Model/Line: DOL 2115

Process: BUEVMI  
Group/Shift: B AS  
Date/Time: Oct. 18 2015 02:45  
No. of Offense: FIVE OFFENSE  
Superior Name: A. JAMAJO

Audit Findings: +67 FOLLOWING SOP

Details: NOT UPDATING OF LMT RECORDING REAL VALUE OF DOLLING FORCE OF  
BANDS GUN (LUNCH)


## WRITTEN EXPLANATION

*He is under the supervision of Kende H. for an update and  
after bands gun on kadatukman. Dignified by several to a trip  
to pagkumakun. Kende H. for accountability.*

Remarks/ Evaluation:

*Issue Penalty*

<i>[Signature]</i> Signature of Employee Date: <u>10/19/15</u>	<i>[Signature]</i> Jr Staff Date: <u>10/19/15</u>	<i>[Signature]</i> Staff Date: <u>10/21/15</u>	<i>[Signature]</i> Supervisor Date: <u>10/24</u>	<i>[Signature]</i> Manager Date: <u>10/26</u>
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Ref / Line No.	Daihatsu D301L Line 2114		Action Taken
Time	October 18, 2019/02 45		
	Talastasi, Shaina/19PK32156		
	Antonio Arche Rose/AEFL19406		
Name / ID No	Furares Mary Ann/BF-16202		
Shift / Group	NGB		
Batch No	201/210/272		
Process	Bukumi Process		
FAS or Agency specify	PKIMT/Add Even/MDHII		
Person Informed	R Salva/A Tamayo		
Verified by	A Aguirre		
	Details		
Not following SOP Not updating of list recording real value of pulling force of bando gun.			