## **DISCIPLINARY ACTION MEMORANDUM**

DATE

: December 15, 2020

**CLIENT: FURUKAWA** 

EMPLOYEE NAME

<del>∵ L</del>omboy<del>, M</del>onica–M.

EMPLOYEE NO.: AEFL18081

**DEPARTMENT** 

: PD4/ SUZUKI YD1 INITIAL

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 re-heating of sumitube due to no good setting at joint part
Audited by I-ALERT (Nov.18, 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 <u>((Six) days Suspension</u> 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:

AEM COORDINATOR

**NOTED BY** 

: ARLYN M. ALCARAZ AEM SUPERVISOR

Lomboy, Monica M.

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM						
NAME:	Lambar Marica					
EMPLOYEE NO.;	AFFLIBOBL EMPLOYEE SIGNATURE	1				
NO. OF OFFENSE:	1st offense proses					
SUSPENSION DATE:	Jan. 11-16 Jan 10-19 Stundaly 12/17/24	ļ				
RETURN DATE:	JON 18. Jan 20. 1 PRODUCTION SUPERVISOR					
RETURN SHIFT:	D.S. November Acques					
SHIFT/SCHEDULE:	B Yugan					
PO/ UNE:	PD4/701/MITHE PRODUCTION MANAGER					

MACHENING CO

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

То	Lomboy, Monica M.		
Position	Production Associate		
ID-Number	. AEFL18081		
Client Company	: FALP		
Date	December 15, 2020		
Re	: NOTICE TO EXPLAIN		

Dear Ms. Lomboy

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 Hidden Repair Associate conduct re-heating of sumitube due to no good setting at joint part Audited by I-ALERT (Nov.18, 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

Supervisor/Dept. Head

Received by fundaby

Lombol Imonica m.

Signature Over Printed Name

Date/Time: 12-15-2020/ 1:50 Am

I.	-ALERT WR	ITTEN EXPLAN		Francis and
AGENCY Please Specify: Add Even		A Manyarez Audited By:	Control No	J.Reves
Name: Janhay, Monica Position: Associate ID Number: AEFL 18081 Batch No.: 291 Car Model/Line: Susuki 101 Initial Details of Audit Findings: Associate conduct re-heatif	Process: Group/Shift: Date/ Time: No. of Offense: Superior Name:	HeatShrink  NS B  November 18, 2020 109: First Defense  N. Aguilo  Repoir / Hidden Re	Non-comp	Noted By:  pliance Reference/Document Control Number:
- Ako po si Monica Lombo ng NG (Expose Wipe) sa injon sapaglibit ako po anj	pa na ou kadahi bagag nanghinayang	dit ng i-alert ito be ay sum dahil maran; j	thit contactions had 19.90 Hong page	part pagrepik po aki gava to lamang po dadaanang peose
- Hindi Ko na po Ho uulH)i Ito po ay makasasamo pa sa isang pikasong	7 <u>59 505</u> 0	ito po ay mali, akyan z Hindi j gkus i wa whito	o RIII po alo	uulitin dahil manghihinaya ang po
i-Alert written only Need day/s suspension(based from    Lucky '	Aganow/5	ALP Written Only(based for Major Non-compliance    Chillip   Control   Chillip     Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control     Control   Control   Control   Control   Control     Control   Control   Control   Control   Control     Control   Control   Control   Control   Control   Control     Control   Control   Control   C	On handbook) e).	Markada Markada Date: Nala
				N W TOO
			74-74-04-04-04-04-04-04-04-04-04-04-04-04-04	
Junfuby Employee's Signature		Re	commendation:	

# **EXPLANATION SHEET**

Involve Employee: LOMBON MONICA M.	Company Assigned: FURUKOWO
Position: ASSOCIATE	Date Hired: May 28 2018
Date: 12 - 15 - 2020	
Date of Incident/Accident:  Details of Explanation: (Use additional page if necessary)	
ako ng wike sa kadahila sumabit po kasi ang wike na ng.  Hindi ko na po uulitin po anj mali.  Hindi ko na po ito uulitin na po uulitin dahil ito po anj na pin po ako manahilina	ong etheral of mag-repair po nang ako ay nangbirayang. sa tanmot su kaya ito po ay ong aking ginawa sa pagkat ito sapagkat ito po ay mali, hindi ko maka sasama sa sasakyan, tindi
Juduby Employee's Signature	Recommendation: