

Branch Office

Unit 2, Primroseville Commercial Bldg., San Francisco, Malabar, Batangas  
Telephone Number: 0915 832 0548 (Mobile) | 0918 270 1528 (Home)

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : August 8, 2019

**CLIENT:** FURUKAWA

**EMPLOYEE NAME** : Cueto, Lyn Ann Marie B.

**EMPLOYEE NO.:** AEFL18327

**DEPARTMENT** : PD5/SUBARU

**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 Following SOP.

Inspector inconsistently performing point to point system and comparing to master Sample during inspection process.

### 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:** K. LOYOLA  
**AEM COORDINATOR/SUPERVISOR**

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

Cueto, Lyn Ann Marie B.  
**Employee's Signature over Printed Name/Date**

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense: Written Warning
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<u>Hayes</u> / 8-15 Signature Over Printed Name/ Date



EXPLANATION SHEET/COUNTERMEASURE SHEET

Employee: Lyn Ann Marie B. Canto Company Assigned: VAS

Position: Associate Date Hired: Aug - 20, 2018

Date: Aug. 9, 2017

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Nagkaroon po ng mga dinaman ang Audit at hindi po ako nagpa-  
 tagpoint to point at compare sa master sample. Kasi po tumuklan po  
 kami ng harnessing mga bras ng yun. Kasi po nagkaroon po kami ng NG  
 nating bras na yun.

Details of Countermeasure: (Use additional page if necessary)

Susund na po ako sa SOP ng aking process.  
 - Di na po mauulit ang di ko pagcundo sa SOP.

[Signature]  
 Employee's Signature

Recommendation:

Car Model / Line No.	Subaru / 7101
Date / Time	August 5, 2019 / 05:30am
Name / ID No.	Cueto, Lyn Anne Marie / AEFL18327
Shift / Group	NS/A
Batch No.	62
Process	Appearance Process
FAS or Agency specify	Add Even
Person Informed	J De Leon
Audited by:	L Cabataña
Details	

Not following SOP  
Inspector inconsistently performing point to point system  
and comparing to master sample during inspection  
process.

Picture

