

DISCIPLINARY ACTION MEMORANDUM

DATE : January 27, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Valenzuela, Maria Jenina M.

EMPLOYEE NO.: AEFL18185

DEPARTMENT : PD5/ Honda Initial

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

Did not measure the first and last output but already finish mass pro.

-Audited by I-alert (October 27, 2019)

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 **2 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:

CUEVAS, MARIA ROSE
AEM COORDINATOR

NOTED BY

: Arlyn M. Alcaraz
AEM SUPERVISOR

Valenzuela, Maria Jenina M.
Employee's Signature over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION:

March 2, 3 2021

RETURNED TO WORK:

March 4, 2021

APPROVED BY:

SIGNATURE OF EMPLOYEE

SIGNATURE OF IMMEDIATE SUPERVISOR

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

To : Valenzuela, Maria Jenina M.
Position : Production Associate
ID Number : AEFL18185
Client Company : FALP
Date : November 14, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Valenzuela,

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

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Details: Not following SOP

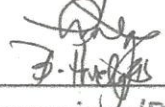
Did not measure the first and last output but already finish masspro.

-Audited by I-alert (October 27, 2019)


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: 
Ma. Jenina M. Valenzuela
Signature Over Printed Name
Date/ Time: Nov. 15, 2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Valenzuela Ma Jenna M.

✓ Company Assigned: FAS

✓ Position: production Associate

✓ Date Hired: July 16, 2018

✓ Date: Nov. 15, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

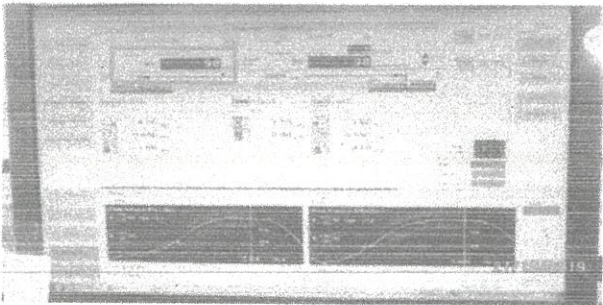
✓ Hung time po na na-audit ako ng i-alert at mahaba ang wire na pira-run ko. kaya po tinapos ko po muna ang unang bilang ng ~~kanban~~ kanban bago ko po cinukat, sa tatao lang po, nasukat ko na po yung sa front side, yung sa rear side nalang po ang hindi kasi bigla po akong tinawag ng leader namin tapos pagberik ko po nandun na sa machine ko ang i-alert.

Details of Countermeasure: (Use additional page if necessary)

✓ Sisikapin ko pang masukat ang una at huling patak ng shikakari kahit gaano kahaba ang wire....

✓ 
Employee's Signature

Recommendation:

Car Model / Line No.	Honda TRD 150		<div>Picture</div> <div>Action Taken</div>
Date / Time	October 27, 2019/11:10pm		
Name / ID No	Valenzuela, Ma. Jannina/AEPL18185		
Shift / Group	NS/A		
Batch No.	226		
Process	Auto Crimping Process		
FAS or Agency, specify	Add Even		
Person Informed	G Awat		
Audited by:	RA Manjarez		
	Details		
Not following SOP			
Did not measure the first and last output but already finish masspro.			

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-IA-1710-2008

☒ AGENCY

Please Specify: Add Even

<u>P. J. Magadia</u> Audited By:	<u>P. J. Magadia</u> Noted By:
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Name: Valenzuela, Ma. Jenina

Process: Auto crimping

Position: Associate

Group/Shift: N/A

ID Number: AEF18185

Date/ Time: 10-27-19 / 11:10pm

Batch No.: 236

No. of Offense: 1st offense

Car Model/Line: Honda / TRD 159

Superior Name: Audit, Gloriza

Audit Findings: Not following S.O.P

Details: Not measuring the C/H and I/H value in the beginning of operation but already end of new production.

WRITTEN EXPLANATION

Na audit po ako ng I-alert dahil hindi ako agad naka-pag sukot/input ng C/H - I/H Value, mahalaga po kasi ang wire kaya pinatapos ko muna ang unang konbay at yun po ang sinukat ko posensya na po di ko na walitin.

Remarks/ Evaluation:

Issue penalty based from FAP Handbook.

[Signature]
Signature of Employee
Date: 19-11-20

[Signature]
Jr Staff
Date: 19-11-21

[Signature]
Staff
Date: 19-11-21

[Signature]
Supervisor
Date: 11/21/19

[Signature]
Manager
Date: _____