

DISCIPLINARY ACTION MEMORANDUM

DATE : September 25, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Tamagos, Jelyn P.

EMPLOYEE NO.: AEFL20242

DEPARTMENT : PD5/ HONDA TKRA 3126

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: NON-COMPLIANCE ON INSERT PULL METHOD

Associate did not conduct pull of wire on connector HSE- 2F during insertion process.

Audited by I-ALERT (September 4, 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 6 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: JECIEL MAGSINO
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Tamagos, Jelyn P.

Employee's Signature over Printed Name/Date

Jelyn P. Tamagos
JULYN. TAMAGOS 10-09-2020

RECOMMENDATION FORM

NAME:

Jelyn Tamagos

EMPLOYEE NO.:

AEFL20242

VIOLATION:

1st offense

SUSPENSION DATE:

OCT 26, 27, 28, 29, 30, 31

RETURN DATE:

NOV. 03, 2020

RETURN SHIFT:

DS

SHIFT/SCHEDULE:

DS

EMPLOYEE SIGNATURE

PRODUCTION SUPERVISOR

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

To : **Tamagos, Jelyn P.**
Position : Production Associate
ID Number : AEFL20242
Client Company : FALP
Date : **September 25, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Tamagos,

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: NON-COMPLIANCE ON INSERT PULL METHOD

Associate did not conduct pull of wire on connector HSE- 2F during insertion process.

Audited by I-ALERT (September 4, 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:

QUEVAS, DIANA ROSE

Supervisor/Dept. Head

Received by:

JELYN TAMAGOS

Signature Over Printed Name

Date/ Time: 10-09-2020 / 1:45

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Addeven

Control No: FALP-JP-2009-3042

<u>J. Sevilla</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Jelyn Tamagos Process: lay-out
 Position: Associate Group/Shift: DS/B
 ID Number: AEFL20242 Date/ Time: Sept. 4, 2023 09:10
 Batch No.: 3/b No. of Offense: 1st offense
 Car Model/Line: Honda/sbl Superior Name: E. Belo

Non-compliance Reference/Document
 Control Number:
HYELVA - 2015-04-14

Details of Audit Findings:

Non-Compliance on Insert Pull Method. Associate did not conduct pulling of wire on conn. HSE: 2t during Insertion Process.

WRITTEN EXPLANATION

Ako po si Jelyn Tamagos naaudit po ako sa kasalananang hindi po ako nang apply ng insert pull method sa kadalihanang kailangan ko po magdouble time sa mga panhon na may nagbase lang po ako sa click na naririnig ko na para sa akin yun ay laser ko para ng magagapero mali parin. Promise ko po hindi na mauulit.

CMT: Mag apply na po ng insert pull method sa kada insert ko ng wire sa connector para masigurado na hindi ito TED at nakainser ito ng magagap.

REMARKS/EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>09-06-20</u>	<u>[Signature]</u> Jr Staff Date: <u>9/6/23</u>	<u>[Signature]</u> Staff Date: <u>9/11/23</u>	<u>[Signature]</u> Supervisor Date: <u>9/15/23</u>	<u>[Signature]</u> Manager Date: _____
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Jelyn Tamagos

Company Assigned: Fintawa

Position: Production Associate

Date Hired: June 17 2020

Date: 10-09-2020

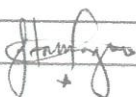
Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Jelyn Tamagos, ako po ay hindi nakapag insert pull noon
kasi delay po ang station ko dahil pa ako magmadali sa pag insert.
Hanggang sa natalimutan ko marin maginsert at natita po ako ng Talert.

Details of Countermeasure: (Use additional page if necessary)

Di ko na po tatatimutang mag insert pull dahil po magmamadali. lagi ko po
sisignaduhin na walang kulang sa mga gihagawa ko sa line at lagi kasa
tama upang walang damage ang mga gawang kong product o para maiwasan
ang NO.



Employee's Signature

Recommendation: