



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

To : **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:

CUEVAS PIERINA ROSE  
Supervisor/Dept. Head

Received by lombot/monica m.

Signature Over Printed Name

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

# I-ALERT WRITTEN EXPLANATION

Control No: FAIP - 1A-2011-3172

☐ FAS

☒ AGENCY

Please Specify: Add Even

Name: Lombay, Monica  
Position: Associate  
ID Number: AEFL18081  
Batch No.: 291  
Car Model/Line: Suzuki YOI Initial

Process: HeatShrink  
Group/Shift: NS-B  
Date/ Time: November 18, 2020/09:26  
No. of Offense: First Offense  
Superior Name: N. Aguila

<u>R.A. Manjarrez</u> Audited By:	<u>G. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document  
Control Number:

FAIP - GL - RT - 17204

## Details of Audit Findings:

Un-Authorized Repair / Hidden Repair.  
Associate conduct re-heating of sumitube due to no good setting a joint part

- Ako po si Monica Lombay na na audit ng i-alert, nagreheat at pagrepair po ako ng NG (Expose wire) sa kataliing ito po ay sumabit sa maraming bagkis ko lamang po inon sapagkat ako po ay nanghinayang dahil marami pa po Hong pagdadagang proseso

- Hindi ko na po HO ulitin sapagkat ito po ay mali, hindi ko na po ulitin dahil ito po ay makasama sa sasakyang hindi na rin po ako manghinayang pa sa isang pirang wire bagkus iwa white tag ko na lang po.

## RECOMMENDATION/EVALUATION

☐ i-Alert written only

☐ Agency/FAIP Written Only (based on handbook)

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

<u>[Signature]</u> Employee Date: <u>11-21-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>11-21-2020</u>	<u>[Signature]</u> Staff Date: <u>11/21/2020</u>	<u>[Signature]</u> Supervisor Date: <u>11/21/2020</u>	<u>[Signature]</u> Manager Date: <u>11/21/2020</u>
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## Recommendation:

[Signature]  
Employee's Signature

# EXPLANATION SHEET

Involve Employee: LOMBON Monica M.

Company Assigned: FURUKAWA

Position: ASSOCIATE

Date Hired: May 28 2018

Date: 12-15-2020

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Monica M. Lombon ako po ay na-audit ng i-alert sa kadahilangang nag-retract at nag-repair po ako ng wire sa kadahilangang ako ay nangibinayang sumabit po kasi ang wire sa tamnatsa kaya ito po ay na ng.

Hindi ko na po ulitin ang aking ginawa sapagkat ito po ay mali.

Hindi ko na po ito ulitin sapagkat ito po ay mali, hindi ko na po ulitin dahil ito po ay makasasama sa sasakyan, hindi na rin po ako mangibinayang pa sa isang pirang wire bakus i wa white tag ko na lang po.

Employee's Signature

Recommendation: