

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

DISCIPLINARY ACTION MEMORANDUM

DATE : September 21, 2020 CLIENT: FURUKAWA
EMPLOYEE NAME : Foloso, Abegail EMPLOYEE NO.: AEFL19273
DEPARTMENT : PD5/ Sub Assy/ HONDA TKRA 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

Associate conduct advance insertion during DOTSU OPEN on conn. YSN-2M wire color: Gr/ in Sub-Assy 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 3 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, RITA ROSE
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

FOLLOSO, ABEGAIL

Employee's Signature over Printed Name/Date

RECOMMENDATION	
NO. OF OFFENSE:	<u>1st offense</u>
DATE OF SUSPENSION:	<u>Oct. 14, 15, 16</u>
RETURNED TO WORK:	<u>Oct. 17, 2020</u>
	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT MANAGER

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

To : Folioso, Abegail
Position : Production Associate
ID Number : AEFL19273
Client Company : FALP
Date : September 21, 2020
Re : **NOTICE TO EXPLAIN**

Dear Ms. Folioso,

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: 'Not Following SOP

Associate conduct advance insertion during DOTSU OPEN on conn. YSN-2M wire color: Gr/ in Sub-Assy process.

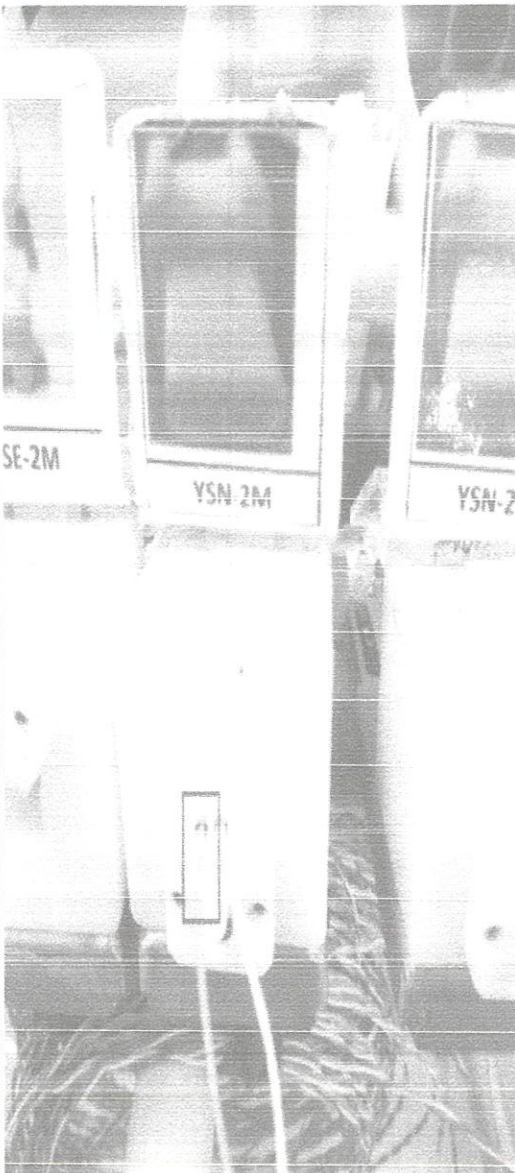
In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CUEVAS, MARIA ROSE
Supervisor/Dept. Head

Received by: Abegail M. Folioso
Signature Over Printed Name
Date/ Time: _____

Date & Time	August 26,2020/7:35	Illustration	Action Taken
Shift & Group	NS-B		
Car Maker/ Model	Honda TKRA		
Line No.	3128		
Name	Foloso, Abegail		
ID No.	AEFL19273		
Batch No.	263		
Process	Sub-Assy		
FAS or Agency: specify	Add Even		
Person Informed	N. De Torres		
Audited by:	J. Vintora		
Reason/Risk:			
Audit Details			
Not Following SOP			
Associate conduct advance insertion during DOTSU OPEN on conn. YSN-2M wire color: Gr/ in Sub-Assy process.			

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP-17-2008-2108

AGENCY

Please Specify: Add Even

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
-----------------------------------	-----------------------------------	---------------------------------

Name: Foloso Abigail
Position: Associate
ID Number: AEE 19273
Batch No.: 203
Car Model/Line: Honda TRX 3128

Process: Sub Assy
Group/Shift: NS-B
Date/ Time: Aug 26, 2020 / 7:35
No. of Offense: 1st Offense
Superior Name: N. De Torres / R. Regato

Non-compliance Reference/Document
Control Number:

FAIP-WI-PRD-SP-043

Details of Audit Findings:

Not Following SOP
Associate conduct advance insertion during DASH setup on conn. Y&H-2m color G/L

WRITTEN EXPLANATION

Sa kadalibnang ako po ay delay natukro po akong iinsert ang wire sa connector kalat nagdadatu dahil minip po ako sa paghihintay patayin ng ardon light kaya po nagawa nang mag advance insertion. Humingi po ako ng palamang sa maling nagawa ko at makakaasa po kayong hindi na po iyan mamahit. Salamat po.

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>9/17/20</u>	<u>[Signature]</u> Jr Staff Date: <u>9/17/20</u>	<u>[Signature]</u> Staff Date: <u>9/18/20</u>	<u>[Signature]</u> Supervisor Date: <u>9/18/20</u>	<u>[Signature]</u> Manager Date: _____
--	--	---	--	--

EXPLANATION SHEET

Involve Employee: ABEGAIL M. FORRERO

Company Assigned: TURUKAWA

Position: ASSOCIATE

Date Hired: May 2, 2020

Date: 9/22/20

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po ay hindi sumunod sa SOP dahil po akong ay delay
na delay sa pag-arub walang wala po kasi kaming buffer,
nag-datu po hindi dahil nainip po ako insert ko po yung
wire sa connector kahit nag-datu. Hindi po ako natapang-
hintay sa Junior staff sa pag-mamadali kaya po naisipan kong
advance insertion.

Employee's Signature

Recommendation: