

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** : January 27, 2019 **CLIENT: FURUKAWA**  
**EMPLOYEE NAME** : Agroso, Maydenn S **EMPLOYEE NO.:** AEFL19267  
**DEPARTMENT** : PD5/HONDA TKRA 3126 **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 fill up minor defect check sheet on dimension inspection.

- Audited by I-Alert

### 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, DIANA RASE  
**AEM COORDINATOR**

**NOTED BY** : Arlyn M. Alcaraz  
**AEM SUPERVISOR**

Agroso, Maydenn S  
02/02/20

**Employee's Signature over Printed Name/Date**

<b>RECOMMENDATION</b>	
DATE OF SUSPENSION:	<u>Feb. 22, 2019</u>
RETURNED TO WORK:	<u>March 02, 2019</u>
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
MANAGER	<u>[Signature]</u>

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To : **Agroso, Maydenn S.**  
Position : **Production Associate**  
ID Number : **AEFL19267**  
Client Company : **FALP**  
Date : **November 19, 2019**  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Agroso,

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**

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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:

  
B. Indras

Supervisor/Dept. Head

Received by:

  
Maydenn S. Agroso

Signature Over Printed Name

Date/ Time: \_\_\_\_\_

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Hayden Argos

✓ Company Assigned: FAE

✓ Position: production operator

✓ Date Hired: May 02, 2014

✓ Date: 11/21/19

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ I actually planned to fill up a minor defect check sheet but I didn't fill up immediately because I'm on a rush that time so I decided to just remember the test and the serial # of the product that the Jr. staff repaired.

Details of Countermeasure: (Use additional page if necessary)

✓ I'll follow the standard operation procedure (SOP) to fill up the minor defect check sheet after repairing.

✓ [Signature]  
Employee's Signature

Recommendation: