



Branch Office:

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas

0905 9999999999 | 0905 9999999999 | 0905 9999999999 | 0905 9999999999

DISCIPLINARY ACTION MEMORANDUM

DATE

September 13, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Gagtan, Neddy

EMPLOYEE NO.: AEFL19221

DEPARTMENT : PD2/DOIL

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: Did not used provided connector jig during attachment of STU on option 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 two (2) days suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will lead to a more severe disciplinary action.

PREPARED BY:

AEM COORDINATOR/SUPERVISOR

AEM ASSISTANT GENERAL MANAGER

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
REASON FOR OFFENSE	2nd offense 2 days suspension start date 9-10
Line	
Jr. Staff	
Supervisor	
ACKNOWLEDGE BY:	9/13/19
MANAGER	
Signature Over Printed Name	

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

To : Gagtan, Neddy
Position : PD2
ID Number : AEFL19221
Client Company : FALP
Date : September 13, 2019
Re : **NOTICE TO EXPLAIN**
Dear Ms. Gagtan,

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: Did not used provided connector jig during attachment of STU on option 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:


K. LOJO/A

Supervisor/Dept. Head

Received by:


Neddy L. Gagtan

Signature Over Printed Name

Date/ Time: _____

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Neddy Gargan

Company Assigned: Furukawa

Position: Associate

Date Hired: 03-22-19

Date: 09-17-19

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Neddy Gargan nahulingan pa ako gumamit ng sig Kasi po madali po mag ka NG at madali lang po mag air working po kumita po ako gumamit.

Details of Countermeasure: (Use additional page if necessary)

Isikapin ko na gumamit ng sig at mag aaralan ko na po gumamit ng wala NG. Di na po ako mag Air Working

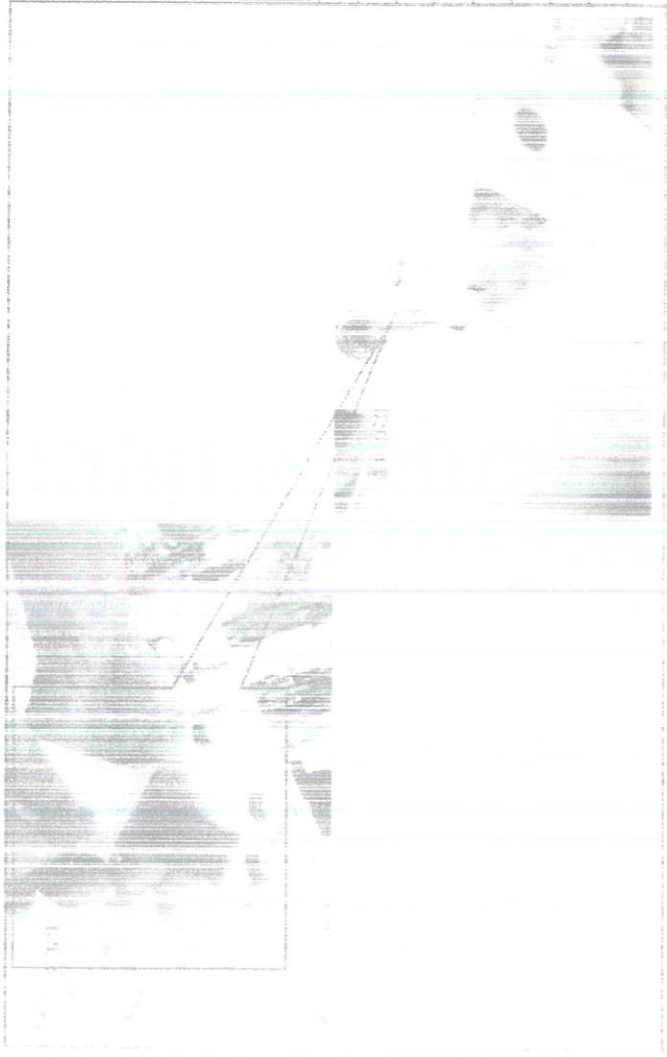
Recommendation:



Employee Signature

Car Model / Line No	DAIHATSU 001 / 2122
Date / Time	Sept 12, 2109 / 12:20
Name / ID No	Gac tan Noddy / AEFL19221
Shift / Group	DS/A
Batch No	259
Process	Opt on process
FAS or Agency specify	ADJ EVEN
Person Informed	ID Bandicto
Audited by	M Casama
Details	

Picture



Not following SOP

Did not used provided jig during attachment of STU during option taping.