

RECOMMENDATION FORM

NAME: Contino, Alton Joseph

EMPLOYEE NO.: AETL19047

NO. OF OFFENSE: 1st offense

SUSPENSION DATE: April 19, 21

RETURN DATE: April 28, 2021

RETURN SHIFT: Dr

SHIFT/SCHEDULE: A

UNIT / LINE: G111

EMPLOYEE SIGNATURE: [Signature]

IMMEDIATE SUPERVISOR: [Signature]

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548 (Globe) ; 0918-279-3508 (Smart)

To : Cantos, Allan Joseph
Position : Production Associate
ID Number : AEFL18611
Client Company : FALP
Date : March 21, 2021
Re : NOTICE TO EXPLAIN

Dear Mr. Cantos,

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 Caught adding tape on his encountered No Good taping/
Insufficient on seq. 48 during appearance inspection process.
Audited by I-ALERT (Feb 9, 2021)**

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:

CLAYAS, DIANA RENE
Supervisor/Dept. Head

Received by:

ALLAN JOSEPH CANTOS
Signature Over Printed Name

Date/ Time: 03-23-21 / 10:30 PM

Involve Employee: Contos Allen Joseph A.

Company Assigned: FAS

Position: Associate

Date Hired: JAN 23 2019

Date: 03-23-21

Date of Incident/Accident: Feb 09 2021

Details of Explanation: (Use additional page if necessary)

Alang tape po ako kahit hindi naman po ako paking mag tape. Bale work po
aking matawag na Jr. Staff Jr. Expert kaya ako naku ang gumawa

Details of Countermeasure: (Use additional page if necessary)

(mag staff) bagamit naku ako ng ADDON at sumulat naku sa rep.

Employee's Signature

Recommendation:

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: address

Control No: #111-10-200-121

<i>[Signature]</i> Audited By:	<i>[Signature]</i> K. Hernandez Checked by:	<i>[Signature]</i> J. Reyes Noted By:
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Name: Carrasco, Allan Joseph
Position: Associate
ID Number: 111119019
Batch No.: 249
Car Model/Line: Suzuki KSC 150

Process: Appearance
Group/Shift: DS-H
Date/Time: Feb 9, 2021 9:30
No. of Offense: 1
Superior Name: E. Lopez

Non-compliance Reference/Document Control Number:

111-10-110-10-007

Details of Audit Findings:

Un-authorized Hidden Repair, Car Wash caught adding tape on his equipment
no good towing / insufficient on seq. 48 during appearance inspection process

WRITTEN EXPLANATION

May tape po sa pecton kase po baka ipa-ede tape din ng G.A. kaya akurulang
ang gawera kabit hindi dapat. Kaya ko po hinayaan ngad by wala po obang
mataling na it-stuff

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).

<i>[Signature]</i> Employee Date: _____	<i>[Signature]</i> Jr Staff Date: <u>2/10/21</u>	<i>[Signature]</i> Staff Date: <u>2/10/21</u>	<i>[Signature]</i> Supervisor Date: <u>2/24/21</u>	<i>[Signature]</i> Manager Date: <u>2/24/21</u>
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