

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 : March 29, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : Capili, Jhonalyn

EMPLOYEE NO.: AEFL20636

DEPARTMENT : QUALITY ASSURANCE FINAL

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 encircle wire diameter (last Kanban- IVSSH)
Audited (Mar. 04, 2021)**

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:

CUEVA, DIMIT POE
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Capili, Jhonalyn

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Capili, Jhonalyn
EMPLOYEE NO.:	AEFL20636
NO. OF OFFENSE:	2nd offense
SUSPENSION DATE:	April 22-24
RETURN DATE:	April 26
RETURN SHIFT:	A
SHIFT/SCHEDULE:	QA
IMMEDIATE SUPERVISOR:	<u>B. Ramirez</u>

Conveyor Start Time _____
 Conveyor End Time _____
 Yesterday Acctg Eff'y _____

MONTHLY TARGET ACCOUNTING EFFICIENCY

Manpower (Special Case Extend Time)			
Process	Working Time (mins)	Manpower	Extend Time (WT x MP)
For line Efficiency Computation			
Total WT			
For Accounting Efficiency Computation			
Total WT			
LINE EFFICIENCY (%)			
ACCOUNTING EFFICIENCY (%)			

WIP PROCESS MONITORING			
Process	Qty	Process	Qty
Layout		Clamp Checking	
Assy		Torque	
Shiage		Option Taping	
Grease		Appearance	
Silicon		Fuse Image	
Dynalab		Other Process	
Dimension		Repair	
ECT		QA	

DOWNTIME MONITORING

[illegible]

NOTE : Attach countermeasure for unmet target
: Put / if not applicable
: all downtime must be recorded



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To : **Capili, Jhonalyn**
Position : **Production Associate**
ID Number : **AEFL20636**
Client Company : **FALP**
Date : **March 29, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Capili,

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 encircle wire diameter (last Kanban- IVSSH)
Audited (Mar. 04, 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:


CUEVAS, RICHARD ROSE
Supervisor/Dept. Head

Received by: 
Jhonalyn E. Capili

Signature Over Printed Name

Date/ Time: 03/29/2021



QA-QC INITIAL WRITTEN EXPLANATION

NAME: Jonallyn Capili
I.D. Number: AEFL 20626

Date/Time: 03-04-21

DEFECT NAME/VIOLATION:

- Did not measure wire diameter (last turn - 1stH)

EXPLANATION:

Pagkatapos ko po kasi magambit ng wire diameter ay nagpachet po ng strip ang operator, paghalik ko po sa ginagawa ko nagproceed na po agad ako ng pag-inspect - natalianan ko na po bilang ang wire size.

COUNTERMEASURE:

Next time po tatapusin ko muna ang ginagawa ko bago ako magproceed sa iba. Para po hindi na ako matalimot. Pasensya na po.

Prepared by:

Jonallyn E. Capili

Reviewed by:

J. Baez
Assigned Jr. Staff

J. Baez
Assigned Staff

J. Baez
Assigned Line Patrol

Noted by:

J. Caguitla / J. Badillo
Supervisor

REMARKS: (For line patrol audit please indicate if how many time the inspector audited)

☐

1st Time

☐

others; _____

☐

2nd Time

Please Indicate previous violation:

Violation:

Date:

Violation:

Date:

REWORKING DETAILS

(For defect found at Inspection Process)

PROCESS DETECTED	LINE	SHIFT	GROUP	CAR MODEL	INSPECTION DATE	INSPECTOR NAME	Confirmed & Verified By: (PD Staff/QA Staff)

[illegible]**DEFECT CODE**

Missing Spot Taping	Missing Combined Taping Of LA	Missing Combined Taping of Ultrasonic	Missing Cross Taping	Missing 1 side Taping on 2 sided clamp	Missing Option Taping
A	B	C	D	E	F
Missing FCLT Tape	Missing Fixing on Protector	Missing Closed Taping	Missing Open Taping	Missing Cloth Taping	Detached LA Combine
G	H	I	J	K	L
Deformed Taping of Grommet	Unlocked Protector	Imperfect Lock of Protector	Foreign Material	Loose Taping of Clamp	Mis-aligned combine of LA
M	N	O	P	Q	R
Wrong Used of Tape	Wrong Taping Method	Wrong View of Connector	Wrong View of Branch after Binding	Inverted Position of LA	Sagged Wires
S	T	U	V	W	X
Others					
Y					

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: CARU, JHONALYN E.

Company Assigned: Furukawa

Position: QA INITIAL

Date Hired: 11/21/2020

Date: 03/14/2021

Date of Incident/Accident: 03/04/2021

Details of Explanation: (Use additional page if necessary)

Pagkatapos ko po kasi magputat ng wire diameter ay nagpacheck po ng strip ang operator, pagbalik ko po sa ginagawa ko nagproceed na po agad ako ng pag-inspect. haka limutan ko na po blugan ang wire size.

Details of Countermeasure: (Use additional page if necessary)

next time po titipusin ko muna ang ginagawa ko bago ako magproceed sa iba. Para po hindi na ako makalimot. Pasensya na po.



Employee's Signature

Recommendation:

REWORKING DETAILS

(For defect found at Inspection Process)

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Others					
Y					