

Branch Office: Unit 2, Romanwille Commercial Bldg., San Fernando, Malvar, Batanga Cellphone Number: 0015-837-0548(Globe) (-0918-779-3598 (Smart

# **DISCIPLINARY ACTION MEMORANDUM**

DATE

: April 17, 2021

**CLIENT: FURUKAWA** 

**EMPLOYEE NAME** 

: Saquing, Rhia-Joy G.

**EMPLOYEE NO.: AEFL19534** 

DD1 A

DEPARTMENT

: PĐQ/ SEC 1 SUZUKI 5127

SHIFT: KB

#### 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: No Good Filling up of Daily checksheet

Have 3 missing lockset but mark as ok on checksheet for Assy board daily inspection record

Audited by I- ALERT (Mar 23, 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.

and the state of t		
In line with this, you are hereby givenWriffen Wo	ming for the said violation of our Employee	
You are now forewarned that the next similar offense action.  CUEVAS, TIPMA KOSE	se will already lead to a more severe disciplinary	
sammen and a superior		
AEM COORDINATOR/SUPERVISOR	RECOMMENDATION FORM	
,		

**NOTED BY** 

: Arlyn M. Alcaraz AEM SUPERVISOR

Saquing, Rhia-Joy G.
Employee's Signature over Printed Name/Date

NAME:

EMPLOYEE NO.:

AEPLATO F

EMPLOYEE SIGNATURE

NO. OF OFFENSE:

SUSPENSION DATE:

RETURN DATE:

IMMEDIATE SUPERVISOR

SHIFT/SCNEDULE:

PD/ LINE: 5[27 MANAGER



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

To Saquing, Rhia-Joy G.

Position Production Associate

ID Number : AEFL19534

Client Company : FALP

Date : April 17, 2021

Re : NOTICE TO EXPLAIN

Dear Ms. Saquing

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).

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Audited by I- ALERT (Mar 23, 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:

Supervisør/Dept. Head

Received by:

Signature Over Printed Name

Date/Time: 3-20-21/12:09

Date & Time	March 23,2021/06:15
Shift & Group	DS-B
Car Maker/ Model	Suzuki Y2R Floor
Line No.	5127
Name	Saquing,Rhia Joy
ID No.	AEFL19534
Batch No.	275
Process	Assembly
FAS or Agency: specify	Add Even
Person Informed	K.Araja
Audited by	D.Dela Roca
Reason/Risk:	от 7 mm в том, што не от откости или уто от от откости и том от

## Audit Details

Have 3 missing lockset but mark as ok on checksheet for Assy board daily inspection record

Remarks: Have knowledge how to fill up checksheet.

>Audited Yesterday 03/22/21



I-ALERT WRITTEN EXPLANATION Gontrol No: 5417-4-2103-1718 FAS E.Maiguis J.Reyes AGENCY ROCA D. Please Specify: Add Even Noted By: Audited By: Checked by: Process: Assembly Name: sagning, khia Jo 14-B Group/Shift: Non-compliance Reference/Document Control Position: Associate Number: Date/ Time: March 23, 2021 / 6:15 ID Number: AEFLIG 534 FALF-WI-PED-AP-IDL No. of Offense: 154 Batch No.: 275 Superior Name: K. Amajon SAZUKI YZR Car Model/Line: Details of Audit Findings: No good Filling up of durity check sheet HONC is missing locksof but mark as OX on checkscheef takey located daily inspection record OKE erica-Jos chede-show REMARKS/EVALUATION Agency/FALP Written Only(based on handbook) i-Alert written only Need day/s suspension(based from handbook & Memo for Major Non-compliance). c. Corcibles Manager Staff 3-24-21 Date: 88 Supervisor

Date:

Date:

Date:



### **EXPLANATION SHEET/COUNTERMEASURE SHEET**

Involve Employee: SAQUINC, RUIA -303 C.	Company Assigned: FAS
Position: ASSOCIATE	Date Hired: SULY 24,2019
Date: + APRIL 20, 2021	
Date of Incident/Accident: るつるつ	
Details of Explanation: (Use additional page if necessary)	
kowa po ako na audit	datil so now check po
ato rang check sheet no a seed to so own, taya so na so that and bakset yun wang anie, no so and lockset so jug na song lockset toata sodyo yun.	es thou kend so of weapolden aska restrict bestained going going aska testing for the solution of the solution
Details of Countermeasure: (Use additional page if necessary	ary)
so susuned po papalina auditor nayun ay talagar o i check topo nang maigi shect.	ng watang boxsct-tsaka
Employee's Signature	Recommendation: