

Amended
4.23



NOTICE OF DECISION

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	1/9
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <i>[Signature]</i>	
APPROVED BY: IMMEDIATE SUPERVISOR <i>[Signature]</i>	
CLIENT'S MANAGER <i>[Signature]</i>	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Emp. No. BF-16807 Date Prepared _____
Employee Name CORTIQUERRA, ERIKA VANE Case Ref. No. F-2021-02-0912
Position Production Associate Employment Status REGULAR
Dept/Section PDI / section 1 (SISG)

Details of Offense:

Article No. VIII
Section No. VII
Article Code C. OFFENSES AGAINST WORK BUSINESS STANDARD
Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION
OR WORK PRACTICES WHICH MAY OR MAY RESULT TO DAMAGE OF COMPANY PROPERTY
Nature of Offense OFFENSES AGAINST WORK / BUSINESS STANDARD
Number of Offense 1ST OFFENSE
Applicable Penalty WRITTEN WARNING

Incident Summary

NO GOOD FILL UP OF DAILY CHECKSHEET ☐
ADVANCE FILL UP COT INSERTION SLIP ON THE END OF THE SHIFT
dated on January 13, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

- ☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

- ☒ Verbal Warning
☐ Written Warning
☐ Suspension Without Pay for N/A days starting from N/A to N/A

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by:
[Signature]
ERIC L. OSDRID

Approved by:
[Signature]

Received by:
[Signature] 02/01/21
Employee Signature/Date



NOTICE TO EXPLAIN

			DATE	02-27-21	
EMP. NAME	CORTIQUERRA, ERIKA JANE	CASE NO.	F-2021-02-0911		
POSITION	Production Associate	EMP. NO.	BF-16807		
CLIENT	FAS	DEPT/SEC	FDI section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p>					
Alleged Violation (s): (please indicate all possible infractions)					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	C. OFFENSES AGAINST WORK BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURE WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR MAY RESULT TO DAMAGE OF COMPANY PROPERTY	1st	A WRITTEN WARNING
Specifically and in detail the infraction was:					
Based on the submitted Incident Report/document:					
<p>On January 23, 2021, associate was audited due to no good fill up of daily checklist, Advance fill up DOT insertion jig ON THE END OF THE SHIFT.</p>					
Attachment (if any):					
Prepared by			Noted by:		
ERIE L. OSORIO			Michael Fajardo		
Employee's Acknowledgement					
Signature/Date/Time 02/27/21					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2161-440

☒ AGENCY

Please Specify: MDHII

<u>J. Thomas</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Contriguerra, Erika Jane
Position: Associate
ID Number: BT-16507
Batch No.: 276
Car Model/Line: Suzuki 42R/5126

Process: Assembly
Group/Shift: NS/A
Date/ Time: January 23, 2021 / 11:30
No. of Offense: 1st offense
Superior Name: P. Magno

Non-compliance Reference/Document
Control Number:

FALP-1A1-PRD-AP-101

Details of Audit Findings:

No good filling up of Daily check sheet
Advance filling up of cot insertion log on the end of the shift.

WRITTEN EXPLANATION

Ala po si tricha Jane Contriguerra nandith na po advance fill up ng cot check sheet
gawa ba ng magbabaliklad na ng board kaya po fill up na bu du ng end.
hindi pa naman po gagamitin ang cot kaya po nilagayan lu na.

So end at the shift bu naging po fill up an

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).

<u>Contriguerra</u> Employee Date: <u>01/23/2021</u>	<u>P. Magno</u> Jr Staff Date: <u>2/1/21</u>	<u>J. Thomas</u> Staff Date: <u>2/9/21</u>	<u>M. Arman</u> Supervisor Date: <u>02-09-21</u>	<u>J. Reyes</u> Manager Date: <u>2-11-2021</u>
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