

## DISCIPLINARY ACTION MEMORANDUM

DATE : October 30, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Consuelo, Rosie D.

EMPLOYEE NO.: AEFL20010

DEPARTMENT : PD5/ HONDA TKRA 3127

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: 'Not following STOP CALL & WAIT

>Assy associate request to change her encountered NG parts RCOT5 L-500 on parts distributor

>Parts distributor change NG parts on assembly process.

Remarks: GOOD -RCOT5 L\_460

Audited by I-ALERT (September 24, 2020)

### 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 6 (six) day 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:

CUEVAS, DARIN ROSE  
AEM COORDINATOR

NOTED BY

: ARLYN M. ALCARAZ  
AEM SUPERVISOR

Consuelo, Rosie D.

Employee's Signature over Printed Name/Date

### RECOMMENDATION FORM

NAME:

ROSIE CONSUELO

EMPLOYEE SIGNATURE

EMPLOYEE NO.:

AEFL 20010

VIOLATION:

2nd offense

SUSPENSION DATE:

NOV. 23 - 28

RETURN DATE:

NOV. 30

RETURN SHIFT:

DS

SHIFT/SCHEDULE:

SHIFT A

3127 / PD5

PRODUCTION SUPERVISOR

PRODUCTION MANAGER

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

To : **Consuelo, Rosie D.**  
Position : **Production Associate**  
ID Number : **AEFL20010**  
Client Company : **FALP**  
Date : **October 30, 2020**  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Consuelo,

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: 'Not following STOP CALL & WAIT

- >Assy associate request to change her encountered NG parts RCOT5 L-500 on parts distributor
- >Parts distributor change NG parts on assembly process.

Remarks: GOOD -RCOT5 L\_460

Audited by I-ALERT (September 24, 2020)

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, DIONA ROSE  
Supervisor/Dept. Head

Received by:

Ms. Consuelo  
ROSIE D. CONSUELO

Signature Over Printed Name

Date/ Time: \_\_\_\_\_

# I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-IA-2009-3710

AGENCY

Please Specify: Add even

<i>[Signature]</i> H. Pineda	<i>[Signature]</i> K. Hernandez	<i>[Signature]</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Consuelo Rosie  
Position: Associate  
ID Number: AEFL20010  
Batch No.: 295  
Car Model/Line: Honda TKRA/3127

Process: Assembly  
Group/Shift: DS/A  
Date/ Time: September 24 2020 / 09:10  
No. of Offense: 1st offense  
Superior Name: D. Lora

Non-compliance Reference/Document  
Control Number:

IMP-01-PRD-18006

## Details of Audit Findings:

Not following SOP CALL WAIT. Associate request to change her encountered  
N6 Parts and parts distributor change it on assembly process.

## WRITTEN EXPLANATION

Namang ala na po sa isipan ko ang pagtawag sa Jr. Staff  
namin dahil ang nasa icip ko lang po ay mapunan ng pangangailangan  
na parts ng aking kaine.  
Hindi na po ako uulit sasusunod po ay tatawagin  
ko na po ang aking Jr. Staff at securod na po ako sa  
sop pasensya na po.

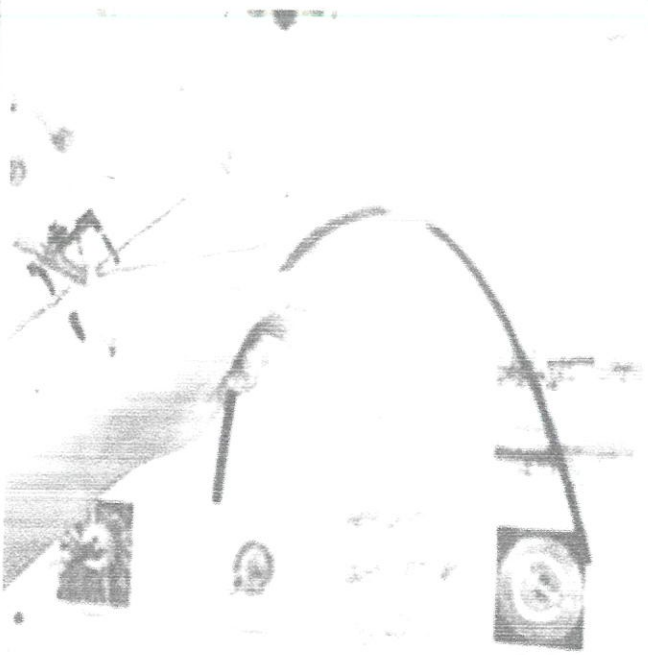
## REMARKS/ EVALUATION

- ☐ 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	<i>[Signature]</i> Jr Staff	<i>[Signature]</i> Staff	<i>[Signature]</i> Supervisor	<i>[Signature]</i> Manager
Date: _____	Date: 10/5/20	Date: 10/9/2020	Date: 10/12	Date: _____

Remarks: GOOD -RCOT5 L\_460



Date & Time	September 24, 2020/09:10	
Shift & Group	D/S A	
Car Maker/ Model	Honda TKRA	
Line No.	3127	
Name	Matulac, Verlyn/Consuelo	
ID No.	18-PK27774/AEFL20010	
Batch No.	236/295	
Process	Assembly	
FAS or Agency: specify	Pkimt/Add Even	
Person Informed	D.Latag	
Audited by:	M.Dotado	
Reason/Risk:		
<b>Audit Details</b>		
>Assy associate request to change her encountered NG parts RCOT5 L-500 on parts distributor >Parts distributor change NG parts on assembly process. Remarks: GOOD -RCOT5 L_460		

# EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: ROSE CONSUETO

Company Assigned:

Position: Associate

Date Hired:

Date: 10-31-20

Date of Incident/Accident: 09-24-20

Details of Explanation: (Use additional page if necessary)

Nawala po kasi sa isipan ko ang pagtiwag ng Jr. Staff namin dahil ang nasa isip ko lang po ay mapunan ang pangangailangan ng aking line.  
Hindi na po ako ulit susunod po ang tatawagin ko na aking Jr. Staff. At susunod na po ako sa sop pasensya na po.

Details of Countermeasure: (Use additional page if necessary)

Gagawa na po ako ng tama sa paglagay ng RCT sa board. Ipagsekat ko na po ito kong tama talaga ang sekat ng aking RCT. Para po tama ang maailagan na Parts.

Recommendation:

R. Conso

Employee's Signature