

Branch Office:

Unit : Romarville Commercial Bldg. San Fernando, Manila, Philippines
Telephone Number : 0915 812 0148 (Globe) / 0918 229 1598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : September 10, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Manalili, Sheril Ann D.

EMPLOYEE NO.: AEFL19328

DEPARTMENT : PD2 / DOLL

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: Non-compliance on Insert Pull method

Conduct mass pulling on connector SSG-TP-36f

-Audited by I-alert

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 **2 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: Brenda J. M. Hughes
AEM COORDINATOR/SUPERVISOR

NOTED BY: May Marjorie S. Tabunan
AEM ASSISTANT GENERAL MANAGER

Manalili, Sheril Ann

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense: two (2 days) suspension Sept. 26 28, 2019
Line	
Jr. Staff	
Staff	1/19
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed Name/ Date	

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

To : **Manalili, Sheril Ann**
Position : **Production Associate**
ID Number : **AEFL19328**
Client Company : **FALP**
Date : **September 10, 2019**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Manalili

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: Non-compliance on Insert Pull method

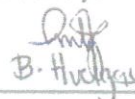
Conduct mass pulling on connector SSG-TP-36f

-Audited by I-alert

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:


B. Huelgas


Supervisor/Dept. Head

Received by:

Sheril Ann D. Manalili

Signature Over Printed Name

Date/ Time: 09-10-19 / 11:40AM

Car Model / Line No	Daihatsu D01L/2109	Picture	Action Taken
Date / Time	September 10, 2019 5:55		
Name / ID No	Shenil Ann Manalili/AEFL19326		
Shift / Group	DS/A		
Batch No	266		
Process	Sub Assembly Process		
FAS or Agency specify	Add Even		
Person Informed	S. Burgos		
Audited by:	D. Tiemsem		
Details			
Non-Compliance on insert Pull method Conduct masspulling on connector SSG-TP-36F			