



Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548 (Globe) | 0916-779-3596 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 29, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Agaton, Angelen

EMPLOYEE NO.: AEFL18667

DEPARTMENT : PD2/2113

SHIFT: B

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: Un-authorized doing the process

Associate doing Bukumi process without authorization badge

-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 three (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: H. ALCARAZ
AEM COORDINATOR/SUPERVISOR

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

Agaton, Angelen

Employee's Signature over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Jan. 22, 23, 24</u>
RETURNED TO WORK:	<u>Jan. 27, 2020</u>
	<u>Agaton</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER

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

To : Agaton, Angelen
Position : Production Associate
ID Number : AEFL18667
Client Company : FALP
Date : October 29, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Agaton,

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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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.

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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:

A. ALORA
Supervisor/Dept. Head

Received by Agaton
ANGELINA AGATON
Signature Over Printed Name
Date/ Time: Oct. 29, 2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Agaton, Angelen

✓ Company Assigned: #ALP

Position: Production Associate

✓ Date Hired: NOV-5, 2018

✓ Date:

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓ Ako po si Angelen Agaton ay Na-audit ng I-Audit sa Kadahilanan ng nagbukutumi po ako kahit hindi po ako certified sa process. Kulang po kasi kami sa tau at naka-partition po ang aming expert at Jr. Staff. Kaya po ako na lang ang pinapartition nib kahit hindi po ako certified.

Details of Countermeasure: (Use additional page if necessary)

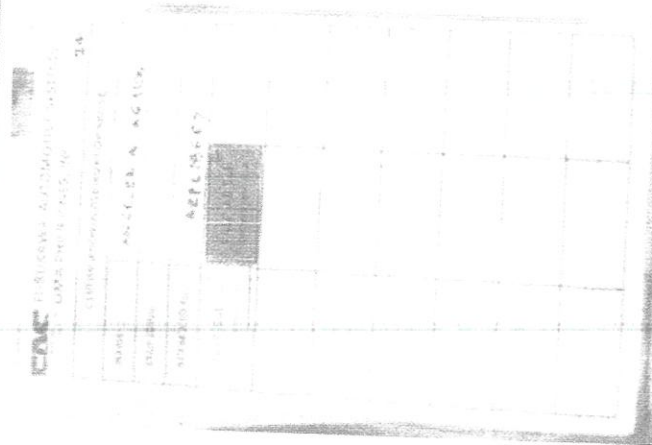
✓ Sa curriculum po ay hindi na po ako reportin kapey po hindi ako certified sa process. Parengya na po.

Recommendation:

✓ 
Employee's Signature

Car Model / Line	Daihatsu D01L Line 2113
Date / Time	October 17, 2019/09:15
Name / ID No.	Agaton, Angelena/AEFL18667
Shift / Group	NS/B
Batch No.	241
Process	Bukumi Process
FAS or Agency: specify	Add Even
Person Informed	K. Cortez
Audited by:	J. Masapol
Details	

Picture



Un-authorized person doing the process
Doing bukumi process without authorization
badge.