

Branch Office:

Unit 7, Ramonville Commercial Bldg., San Fernando, Bulacan, Philippines
Telephone Number: 0915-052-8540 (Globe) | 0910-279-5598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 17, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Cantos, Allan Joseph

EMPLOYEE NO.: AEFL19047

DEPARTMENT : PD4/SUZUKI

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 or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Inspector did not follow the proper treatment when encountered abnormality
- 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 **two (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 Joy M. Hurlgas
AEM COORDINATOR/SUPERVISOR

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

Cantos, Allan Joseph

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FOR	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense 2 days suspension Oct. 29, 20
RECOMMENDATION	
ACKNOWLEDGE BY:	
MANAGER	<u>[Signature]</u> 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 : Cantos, Allan Joseph
Position : Production Associate
ID Number : AEFL19047
Client Company : FALP
Date : October 17, 2019
Re : **NOTICE TO EXPLAIN**

Dear Mr. Atienza,

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.

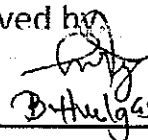
Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Inspector did not follow the proper treatment when encountered abnormality
- 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: 
Allan Joseph Cantos
Signature Over Printed Name
Date/ Time: Oct 17 - 19

ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-F109-1331

☒ AGENCY

Please Specify: ADD EVEN

<u>JR. RIVER</u>	<u>El Magadia</u>
Audited By:	Noted By:

Name: Cantar, Allan
 Position: Associate
 ID Number: AEFL19047
 Batch No.: 249
 Car Model/Line: Suzuki Y01/C123

Process: Appearance
 Group/Shift: A1 DL
 Date/ Time: 09-19-19 / 10:25AM
 No. of Offense: 1st
 Superior Name: A. Lamonte

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product
 Details:

Inspector did not compare actual harness to master sample
Inspector did not follow the proper treatment when encountered abnormality

WRITTEN EXPLANATION

Ako po si Allan Cantar ay na audit sa kardahilang hindi pagunod sa tamang pag inspect ng harness at sa hindi tamang pagsumod pag may ipapagayal sa ilang harness.

Regarding po kase sa pag-papagayal sa harness ang pagkaka-alam kaso kaso ayok lang pang malit na butas ang patay-pas at ang nakatutal na like junction ay siyaka adala sa karamihan sa minor defect.

sa pag inspect karam po na nag sumasali karam po sila ang kaso ay hindi nagpapalitan sa karam po kaso po may time na natutalapan po ako

(sa sumod ay pagpapalitan karam po) pero pagpapalitan karam po kahit pagpapalitan. Lalo napa sa mga lamp muna na pagpapalitan-to-point karam po yung iba karam natutalapan karam po.

sa sumod na araw ay pagpapalitan karam po.

Remarks/Evaluation

1. Already give written explanation

1. Re-educate the proper inspecting of harness and Follow SOP, Call and wait when encounter minor or major defect.

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>09-22-19</u>	<u>[Signature]</u> Jr Staff Date: <u>10-02-19</u>	<u>[Signature]</u> Staff Date: <u>10-02-19</u>	<u>[Signature]</u> M. TORRES Supervisor Date: <u>10-02-19</u>	<u>[Signature]</u> P. Cacho Manager Date: _____
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Cantol Allan Joseph

Company Assigned: FURUKAWA

Position: Associate

Date Hired: Jan 23 2019

Date: Oct 17 2019

Date of Incident/Accident: Sept 19 -19

Details of Explanation: (Use additional page if necessary)

Ako po si Allan Cantol ay nag-audit sa kadahilananang hindi pag-unod sa tamang pag-inspect ng harness at sa hindi tamang pag-unod pag may inspection sa ilang harness. Kiyarating po kase dapat sa pag-papayag sa harness ang pagkaka-alam kung kase ay ek lang pag malit na butas ang patayon at pagmalaki na junction ng thaka pa ang sa minor defect. Sa pag-inspect naman po nag-compare naman po ako ang kase ay hindi naayon sa sinabi ng kase po may time na nahihirapan po ako pero ginagawa ko naman po kabit pagpapasa. Lalo na sa tamang clamp minsan na report-tapint ko nalang yang iba naman nahihirapan ko.

Details of Countermeasure: (Use additional page if necessary)

Sa mga sumunod na araw po ay sumunod na ako sa work eye at sa mga sinabi sa huro satin ng leader ko at ng auditor. Mag-compare sa master sample at icusulat sa minor defect ang mga pinapa-ayon.

Recommendation:

Employee's Signature