

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

DISCIPLINARY ACTION MEMORANDUM

DATE : March 29, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : Capili, Jhonalyn

EMPLOYEE NO.: AEFL20636

DEPARTMENT : QUALITY ASSURANCE FINAL

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: No update fill up of check sheet (IIH MICROMETER)
Audited (Feb 14, 2021)**

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 Written warning 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:

CLERK. DITHY ROSE
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ

AEM SUPERVISOR

Capili, Jhonalyn

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	<u>Capili, Jhonalyn</u>
EMPLOYEE NO.:	<u>AEFL20636</u>
NO. OF OFFENSE:	<u>4th offense</u>
SUSPENSION DATE:	<u>-</u>
RETURN DATE:	<u>-</u>
RETURN SHIFT:	<u>-</u>
SHIFT/SCHEDULE:	<u>-</u>
PD/ LINE:	<u>QA</u>
EMPLOYEE SIGNATURE	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
MANAGER	<u>[Signature]</u>

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To : **Capili, Jhonalyn**
Position : **Production Associate**
ID Number : **AEFL20636**
Client Company : **FALP**
Date : **March 29, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Capili,

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: No update fill up of check sheet (IHH MICROMETER)
Audited (Feb 14, 2021)**

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:

CUEVA, DIANA ROSE
Supervisor/Dept. Head

Received by:

Jhonalyn E. Capili
Signature Over Printed Name

Date/ Time: 03/29/2021

QA-QC INITIAL WRITTEN EXPLANATION

NAME: Capili, Jhonathan

I.D. Number: _____

Date/time: 02-04-20

DEFECT NAME/VIOLATION:

- not updated fill-up of checksheet (CIH micrometer)

EXPLANATION:

(Bago palang po kasi ako sa T224 - may charging point pa po ako.)
akala ko po kasi nalahay na yung need pagy kasi po meron na po yung
una. Nagpachet po kasi ng strip ang operator ko hindi ko po pala tipos
fill-upan yung checksheet pagkatapos ko po magcheck ng strip akala ko po
na fill-upon ko na kasi po meron na yung unang page.

COUNTERMEASURE:

Palagi ko na po sisiguradhin na may fill-up ang checksheet. Tataposin
ko po muna mag fill-up bago po ako magcheck ng strip. Unahan ko po
unang ang ginagawa ko.

Prepared by: _____

Reviewed by: _____

Assigned Jr. Staff

Assigned Staff

Assigned Line Patrol

Noted by: _____

J. Caguitan J. Badillo
Supervisor

REMARKS: (For line patrol audit please indicate if how many time the inspector audited)

☒ 1st Time

☐ 2nd Time

☐ others; _____

Please indicate previous violation:

Violation:

Date:

Violation:

Date:

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Capul, Jhonahin E.

Company Assigned: Fuenkawa

Position: QA (Initial)

Date Hired: 11/21/2020

Date: 07/29/2021

Date of Incident/Accident: 02/04/2021

Details of Explanation: (Use additional page if necessary)

Akala ko po kasi nakayant ko na yung next page kasi po
 meron na po yung una. Nagpacheck po kasi ng strip ang operator, hindi
 ko pa po pala tapos fill-upan yung check sheet pagkatapos k po
 magcheck ng strip atala ko po na fill-upan ko na kasi po meron na
 yung unang page.

Details of Countermeasure: (Use additional page if necessary)

Pakigi ko na po sisiguraduhin na may fill-up ang check sheet.
 tatapusin ko po muna mag fillup bago po ako magcheck ng strip.
 Unahin ko po muna ang ginagawa ko.



Employee's Signature

Recommendation: