



Branch Office:
Unit 2, Romanville Commercial Bldg., San Remigio, Marikina, Batangas
Telephone Number: 0419 452 0541/0419 452 0542

DISCIPLINARY ACTION MEMORANDUM

DATE : September 12, 2020 CLIENT: FURUKAWA
EMPLOYEE NAME : Moratal, Hannah Lovely M. EMPLOYEE NO.: AEFL19674
DEPARTMENT : PD4/ SUZUKI INITIAL 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 SOP

Associate directly cut terminal without verification of Jr. Staff due to encountered NO core wire protruding defect.

Audited by: I-ALERT (July 30, 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 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: CUEVAS, DIANA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Moratal, Hannah Lovely M.
Employee's Signature over Printed Name/Date

RECOMMENDATION	
NO. OF OFFENSE:	<u>1st offense</u>
DATE OF SUSPENSION:	<u>Oct. 5, 6, 7</u>
RETURNED TO WORK:	<u>Oct. 8, 2020</u>
APPROVED BY:	SIGNATURE OF EMPLOYEE
	SIGNATURE OF IMMEDIATE SUPERVISOR
	<u>KATHERINE O. CABRERA</u>

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

To : **Moratal, Hannah Lovely M.**
Position : **Production Associate**
ID Number : **AEFL19674**
Client Company : **FALP**
Date : **September 12, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms.Moratal,

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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Associate directly cut terminal without verification of Jr. Staff due to encountered NO core wire protruding defect.

Audited by: I-ALERT (July 30, 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, DIANA ROSE
Supervisor/Dept Head

Received by: HANNAH LOVELY M. MORATAL
Signature Over Printed Name
Date/ Time: _____

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-2007-1595

☒ AGENCY

Please Specify: adlevel

<u>G. Muriillo</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Hannah Lovely Moratal

Process: manual crimping

Position: Associate

Group/Shift: NSA

ID Number: AEEL19674

Date/ Time: July 30 / 2020 / 6:00

Non-compliance Reference/Document Control Number:

Batch No.: 384

No. of Offense: 1st

Car Model/Line: Spurki / secondary

Superior Name: A. Reyes

Details of Audit Findings:

un-authorized repair / hidden repair
associate directly cut terminal without verification of Jr. staff due to encountered no core wire protruding defect

WRITTEN EXPLANATION

Ako po si Hannah Lovely Moratal. Ako po ay nahuli ng ialert na nagpoputol ng terminal sa kadahilanan ng ito ay NG na walang protruding kaya po ako nagpoputol. Alam ko po na hindi ako authorized na magpoputol ng NG. Nagawa ko po ito dahil po mararami pa po kami ng wire na dapat po ay nailabas na at OT. hrs na po sa gusto ko po na nailabas. Mga wire na dapat ibabas kaya ko po ito nagpoputol.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FAIP Written Only (based on handbook)

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Hannah Lovely Moratal</u> Employee Date: <u>08-06-20</u>	<u>Arnel Jr Staff</u> Jr Staff Date: <u>08-06-20</u>	<u>W. C. ...</u> Staff Date: <u>08-06-20</u>	<u>J. ...</u> Supervisor Date: <u>8-6-20</u>	<u>...</u> Manager Date: <u>8/11/20</u>
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Ako po si Hannah Lovely Moratal. Ako po ay nahuli ng ialert na nagpoputol ng terminal sa kadahilanan ng ito ay NG. na walang protruding kaya po ako nagpoputol. Alam ko po na hindi ako authorized na magpoputol ng NG. Nagawa ko po ito dahil po mararami pa po kami ng wire na dapat po ay nailabas na at OT. hrs na po sa gusto ko po na nailabas. Mga wire na dapat ibabas kaya ko po ito nagpoputol.

EXPLANATION SHEET

Involve Employee: Hannah Lovely M. Murata

Company Assigned: PAS

Position: Associate

Date Hired: Oct. 02, 2019

Date:

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

naholi po ako ng idlent na magpatul ng terminal na hindi po ako
certipikat sa pagpatul. sa dami to ng aming wire na dapat mailabas at marami
din po kaming pfio na wire at et hrs. na po kaya dapat na po naming
mailabas kaya to ako nakikipatpatul ng wire.



Employee's Signature

Recommendation:

