

## DISCIPLINARY ACTION MEMORANDUM

DATE : March 8, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : Dacillo, Melanie D.

EMPLOYEE NO.: AEFL19318

DEPARTMENT : PD2/DAIHATSU 2102 /2104

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 Stop-Call-Wait

Associate get parts CL-34490B,D on other parts box on other station during assembly process Audited by I-ALERT (Dec 21,2020)

### 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 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: CUEVAS DIANA ROE  
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ

AEM SUPERVISOR

*Melanie Dacillo*

Dacillo, Melanie D.

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	<u>Dacillo, Melanie</u> <i>Melanie Dacillo</i>
EMPLOYEE NO.:	<u>AEFL19318</u>
NO. OF OFFENSE:	<u>1st offense</u>
SUSPENSION DATE:	<u>-</u>
RETURN DATE:	<u>-</u>
RETURN SHIFT:	<u>-</u>
SHIFT/SCHEDULE:	<u>-</u>
PD/ LINE:	<u>2104</u>
EMPLOYEE SIGNATURE <i>[Signature]</i>	
IMMEDIATE SUPERVISOR <i>[Signature]</i>	
MANAGER	

### Master Sample Daily Inspection Record

Customer:  
Car Model:

Line No.:  
Shift:

[illegible]

LEGEND: O : NORMAL    X : NO GOOD     Already repaired and checked

Note 1 : Inspector needs to put 'X' in any defect found. Defect should also be repaired eventually. After repair, FGI inspector checks the repaired master sample. Appearance or QA Inspector corrects the 'X' with a double slash and encircle it. Lastly, appearance or QA inspector affixes her signature as a confirmation that the repaired portion is already good.

Note 2 : Jr. Staff signing will be on weekly basis but must also regularly check if properly filled-up by members.

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

To : Dacillo, Melanie D.  
Position : Production Associate  
ID Number : AEFL19318  
Client Company : FALP  
Date : March 8, 2021  
Re : **NOTICE TO EXPLAIN**  
Dear Ms. Dacillo,

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: 'Not following Stop-Call-Wait**

**Associate get parts CL-34490B,D on other parts box on other station during assembly process Audited by I-ALERT (Dec 21,2020)**

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:

ALFAR DIAZ ROST  
Supervisor/Dept. Head


Received by: Melanie Dacillo  
Melanie Dacillo


Signature Over Printed Name

Date/ Time: 03-10-21 12:03 pm



Customer: \_\_\_\_\_ Line No.: \_\_\_\_\_  
 Car Model: \_\_\_\_\_ Shift: \_\_\_\_\_

LEGEND: O : NORMAL X : NO GOOD  Already repaired and checked

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Date & Time	December 21,2020/9:55	<b>Illustration</b> 
Shift & Group	DS/A	
Car Maker/ Model	Daihatsu old	
Line No.	2104	
Name	Melanie Dacillo	
ID No.	AEFL-19318	
Batch No.	267	
Process	Assembly	
FAS or Agency: specify	one source	
Person Informed	J.Morales	
Audited by	M.Peñaranda	
Reason/Risk:		
<b>Audit Details</b>		
Associate get parts CL-34490B,D on other parts box on other station during assembly process		

## Master Sample Daily Inspection Record

Customer:  
Car Model:

Line No.:  
Shift:

[illegible]

LEGEND: O : NORMAL    X : NO GOOD    ⊗ Already repaired and checked

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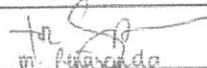
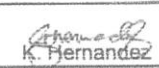

# I-ALERT WRITTEN EXPLANATION

Control No: #AIR-1A.0012-5739

☐ FAS

☒ AGENCY

Please Specify: ~~ACC~~ ~~ADDEVEN~~

 M. Luterando	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Melanie Daulo Process: Assembly  
 Position: Asst. Lead Group/Shift: AS-A  
 ID Number: REF 19218 Date/ Time: December 21, 2021 9:55  
 Batch No.: 2167 No. of Offense: 1  
 Car Model/Line: Daihatsu old 2104 Superior Name: J. Luterando

Non-compliance Reference/Document  
Control Number:

FALP-WI-PAD-AP-101

## Details of Audit Findings:

NOT following STOP CALL WAIT  
 customer get work at 3:00 PM on this point box on other station during current process

## WRITTEN EXPLANATION

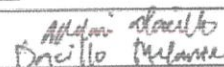

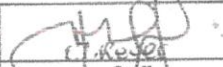
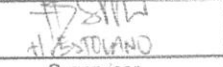
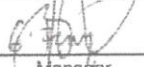
Ako po si Melanie Daulo ay nagulat ng I-Alert dahil sa pagkaba ng clamp sa kabilang board support lang po ako sa line sa pin. Inutusan po ako ng supervisor ko na lumaba ng clamp sa kabilang board kasi delay na kami nun tapos wala namah pong mabuwag na leader. Parangya na po sa akin magawa hindi na po manulat hindi narin po ako sumunod kapa may lumot mag aanyay nalang po ako ng leader. Parangya na po ulit.

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only (based on handbook)

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

 Alden Daulo Employee Date: <u>1-12-21</u>	 Catapangan Jr Staff Date: <u>01-12-21</u>	 J. Reyes Staff Date: <u>01/12/21</u>	 A. ESTOLANO Supervisor Date: <u>1/13/21</u>	 J. Reyes Manager Date: <u>1/13/21</u>
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Year:  
Month:  
Dept.Name:

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Line No.:  
Shift:

[illegible]

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# MANPOWER EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Melanie Dacillo

Company Assigned: Furukawa

Position: Production Operator

Date Hired: May 29 2019

Date: 03 - 10 - 21

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po Melanie Dacillo ay na audit ng I-Alert dahil sa pagkuha ng damp sa kabilang board. Support lang po ako sa line na yung Inutusan po ako ng sinu-support ko na kumuha ng damp sa kabilang board. Last delay na kami nun, tapos wala naman pong matuwag ng leader. Pasensya na po sa aking nagawa hindi na po manulit, hindi narin po ako msumod kapag may iunot mag aantag nalang po ako ng leader. Pasensya na po whit.

Details of Countermeasure: (Use additional page if necessary)

Mag aaralan na po ako kung walang leader na dumating aantagin ko nalang po sila. Hindi narin po ako msumod sa kapwa ko operator dahil hindi naman po sa aking leader ko.

Melanie Dacillo

Employee's Signature

Recommendation:

Customer: \_\_\_\_\_ Line No.: \_\_\_\_\_  
Car Model: \_\_\_\_\_ Shift: \_\_\_\_\_

[illegible]

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