

Branch Office:
Unit 2, Bonanzaville Commercial Bldg., San Fernando, Marikina, Balabagan
Telephone Number: (02) 812 0202 (1st floor); (02) 812 0202 (2nd floor)

DISCIPLINARY ACTION MEMORANDUM

DATE : August 6, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Elibado, Allen

EMPLOYEE NO.: AEFL19109

DEPARTMENT : PD4/SUZUKI

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: NOT Following SOP.

Doing sub-assy process during breaktime.

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 **2 days suspension** for the said violation of our Employee Code of Conduct

You are now forewarned that the next similar offense will air action.

PREPARED BY: K. LONDIA
AEM COORDINATOR/SUPERVISOR

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

Elibado, Allen
Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense - 2 days suspens. August 19, 20
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<u>G. Catabay</u> Signature Over Printed Name/ Date

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548 (Globe) | 0918-270-3508 (Smart)

To : **Elibado, Allen.**
Position : **Production Associate**
ID Number : **AEFL19109**
Client Company : **FALP**
Date : **August 6, 2019**
Re : **NOTICE TO EXPLAIN**

Dear Mr. Elibado,

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 SOP.

Doing sub-assy process during breaktime.

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:



K. LOYOLA

Supervisor/Dept. Head

Received by:


Allen Elibado

Signature Over Printed Name

Date/ Time: 08-08-19

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-9907-427

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AGENCY

Please Specify: Field, Extra

<u>LA-107</u> <u>L. Magadia</u>	<u>LA-107</u> <u>G. Magadia</u>
Audited By:	Noted By:

Name: Elizandro Alon
Position: Associate
ID Number: AEFL1909
Batch No.: 253
Car Model/Line: Citroen / 5123

Process: Sub Assy Process
Group/Shift: 05 / B
Date/ Time: 07-05-19 / 1.20PM
No. of Offense: 1st OFFENSE
Superior Name: A. De Castro

Audit Findings: NOT Following SOP

Details: Doing subassy process during Breaktime.

WRITTEN EXPLANATION

Alho po s. Allen Elizandro ng haponel 5123 na isabeli po na naganduang ng araw ng breaktime kas ako po ay Halay sa siling sub waiting room na along buffer kaya po na nagamit yun kaso din sa ay dinala ang hawak kung po parehas pang delay kasanya na po.

/sme Penalty

[Signature]
Signature of Employee
Date: 7/18/19

[Signature]
Jr Staff
Date: 7/18/19

[Signature]
Staff
Date: 7/18/19

[Signature]
Supervisor
Date: 7/18/19

[Signature]
Manager
Date: 07-10-19

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: *Elisardo Allen M.*Company Assigned: *#12*Position: *Associate*Date Hired: *Feb. 13, 2017*Date: *08-10-19*Date of Incident/Accident: *07-05-19*

Details of Explanation: (Use additional page if necessary)

Ako po si Allen Elisardo ng Inpinal E123 na nahuli
ng idlet na nag-advance nang Cras ng break time kaya po
Ako nag sub rin kasi po Ako po ty delay sa dalawang kong
PC kapa yung mga ka line ko wala pong mag susupat kaya
po ako Anakagagadman pasenaga na po

Details of Countermeasure: (Use additional page if necessary)

sa susunod po Hindi na po Ako ulit sa aking
sinasabing bibilisan ko nating idag Aking pagsusub para
Hindi po ako mudey ul Hindi na po mawala.

Elisardo Allen M.

Employee's Signature

Recommendation: