

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : October 17, 2019

**CLIENT:** FURUKAWA

**EMPLOYEE NAME** : Macasaet, Mark Louie

**EMPLOYEE NO.:** AEFL19170

**DEPARTMENT** : PD5/HONDA TKRA / QA

**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 double check the product details VS. Polycard after packing.
- 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:** Becky S. Hidalgo  
**AEM COORDINATOR/SUPERVISOR**

**NOTED BY** : Maymarjorie S. Tabunan  
**AEM ASSISTANT GENERAL MANAGER**

Macasaet, Mark Louie  
**Employee's Signature over Printed Name/Date**

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
RECOMMENDATION	two (2) days suspension
	Nov. 6, 7 2019
ACKNOWLEDGE BY:	
MANAGER	<u>Becky S. Hidalgo</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 : Macasaet, Mark Louie  
Position : Production Associate  
ID Number : AEFL19170  
Client Company : FALP  
Date : October 17, 2019  
Re : NOTICE TO EXPLAIN

Dear Mr. Macasaet,

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.

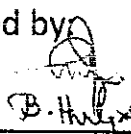
Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Inspector did not double check the product details VS. Polycard after packing.
- 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. Hulyes

Supervisor/Dept. Head

Received by

  
MARK LOUIE MACASAET

Signature Over Printed Name

Date/ Time: October 17- 2019

# EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Mark Louis H. Macasand

Company Assigned: Furukawa

Position: Associate

Date Hired: March 4, 2019

Date: October 17, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Nag-compare po talaga ako hindi lang po talaga kung parts ng connector ang na compare ko pero sinigurado ko po na walang damage sa actual harness na inspect ko. Wala pong similar parts sa harness na inspect namin.

Nag-check po talaga ako natin kung paano po talaga dahil po sa pagpapakita dahil kabalut po kami at may nag-arang.

Details of Countermeasure: (Use additional page if necessary)

Sinuri ko po (lahat ng) ang proper a standard na pag-inspect ayonin po sa pag-papakita ng harness.

Employee's Signature

Recommendation:

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-PD9-1451

☒ AGENCY

Please Specify: ADD EVEN

<u>M. Macapin</u> in. Deriv. Pen	<u>90</u> Magadia
Audited By:	Noted By:

Name: MAGASARI, MARK LOUIE  
Position: ASSOCIATE  
ID Number: AEFL-19170  
Batch No.: 256  
Car Model/Line: TRKA / 20125

Process: PA  
Group/Shift: A / 18  
Date/ Time: 7-23-19 / 8:30 PM  
No. of Offense: 1st  
Superior Name: A. RASANO

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 double check the product details in Polycard after packing.

## WRITTEN EXPLANATION

Nag compare po talaga ako hindi lang po talaga kung parts na connector ang na compare kaperso insigurode ko po na walang damage sa actual harness na inspect ko. Attila pang similar parts sa harness na inspect ko.

Nagcheck ko talaga ako nakatutun ko lang po kung dahil po sa pagmamadali dahil kumali po kami at may nagmamadali.

## Remarks/Evaluation

Issue Penalty

M. Macapin  
Signature of Employee  
Date: 10-02-19

A. RASANO  
Jr Staff  
Date: 10-02-19

Chit  
Staff  
Date: 10-02-19

re. V. M. Macapin  
Supervisor  
Date: 10-2-19

90  
Manager  
Date: 10-2-19