

Branch Office:  
Unit 2, Romanville Commercial Bldg., San Fernando, Marikina, Batangas  
Contact Numbers: 0915-932-0548/0549 | 0915-932-0550

## DISCIPLINARY ACTION MEMORANDUM

DATE : October 29, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Silang, Jemelyn

EMPLOYEE NO.: AEFL18775

DEPARTMENT : PD5/SUBARU 7112

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: Un-Authorized Repair/Hidden Repair

Pulling clamp due to short dimension from clamp to clamp in dimension process


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 2 Days Suspension for the said violation of our Employee Code of Conduct


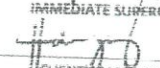
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:   
AEM COORDINATOR/SUPERVISOR

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

Silang, Jemelyn

Employee's Signature over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION	Dec. 4 - 5, 2019
RETURNED TO WORK	Dec. 6, 2019
TIME	Nov. 21, 2019 / 12
SIGNATURE OF EMPLOY	
APPROVED BY:	 IMMEDIATE SUPERIOR
	 CLIENT'S MANAGER

Unit 2, Bonanville Commercial Bldg., San Fernando, Malabar, Batangas  
Cellphone Number: 0919-632-0240 (Globe) | 0919-279-3298 (Smart)

To : Silang, Jemelyn  
Position : Production Associate  
ID Number : AEFL18775  
Client Company : FALP  
Date : October 29, 2019  
Re : NOTICE TO EXPLAIN  
Dear Ms. Silang,

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: Un-Authorized Repair/Hidden Repair

Pulling clamp due to short dimension from clamp to clamp in dimension process  
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. Huelgas

Supervisor/Dept. Head

Received by:

  
Signature Over Printed Name

Date/ Time: Oct-29, 2019 / 11:50 PM

# ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1941

☒ AGENCY

Please Specify: ADD EVENT

<u>Chasman</u> <u>C. WISNAGRI</u>	<u>00</u> <u>Wragadia</u>
Audited By:	Noted By:

Name: CLARA TENDANA  
Position: ASSOCIATE  
ID Number: AEFL18725  
Batch No.: 245  
Car Model/Line: GAZARI 312

Process: DISMANTING  
Group/Shift: NS 1A  
Date/ Time: 10/25/19  
No. of Offense: 2nd offense  
Superior Name: JESSICA CORTILLO

Audit Findings: UNAUTHORIZED REPAIR / HIDDEN REPAIR

Details: REMOVING OF CLAMP DUE TO PART DIMENSION FROM CLAMP  
IN CLAMP

## WRITTEN EXPLANATION

Maaf, saya tidak sengaja tidak memperhatikan dimensi dari clamp yang saya pasang. Saya hanya mengikuti perintah atasan saya untuk memasang clamp tersebut. Saya akan memperbaiki kesalahan saya dan memastikan tidak ada kejadian serupa lagi.

## Remarks/ Evaluation:

2 days suspension

 Signature of Employee Date: <u>10-29-19</u>	 Jr Staff Date: <u>10-29-19</u>	 <u>K. CARACUTAN</u> Staff Date: <u>10-29-19</u>	 Supervisor Date: <u>11/26/19</u>	 Manager Date: <u>11/8</u>
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# EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Silang, Jemelyn A.

Company Assigned: TAP

Position: Associate

Date Hired: Dec. 04, 2018

Date: Oct 24, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)


Hand na po ang nakapagpaparepare ng Jr. staff o expert na magrepare dahil maaaring p...  
ang aming Jr. staff at nakapagpaparepare sa mga expert sa mga kanya po hindi na ke nakapag-  
paparepare o nakapagpaparepare. Output ng mga Jr. staff ke hindi ang tamang ka-  
pagpaparepare sa mga kanya.

Details of Countermeasure: (Use additional page if necessary)

Kahit po ang mga tatamang sa mga Jr. staff na magrepare. Magpaparepare muna po  
dito bago magpaparepare. Hindi ko na pa malalaman ang gawain ko.

Employee's Signature

Recommendation:

Car Model / Line No.	Subaru GC7/7112	<div>Picture</div> <div>  </div> <div>Action Taken</div>
Date / Time	October 25, 2019/10:20pm	
Name / ID No.	Silang Jemelyn/AEFL18775	
Shift / Group	NS/A	
Batch No.	245	
Process	Dimension Process	
FAS or Agency/ specify	Add Even	
Person Informed	Jessica Atienza	
Audited by:	Carol Pesigan	
Details		
<p>Unauthorized Repair/Hidden repair</p> <p>Pulling of clamp due to short dimension from clamp to clamp in Dimension Process.</p>		