

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : September 12, 2019

**CLIENT:** FURUKAWA

**EMPLOYEE NAME** : Toledo, Joselle

**EMPLOYEE NO.:** AEFL18645

**DEPARTMENT** : PD5/ SUBARU

**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 Stop, Call and Wait

Attachment of missing through clamp on layout process.

> long finger nails

- 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 air **lead to a more severe disciplinary action.**

**PREPARED BY:** K. Loyola  
**AEM COORDINATOR/SUPERVISOR**

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

Toledo, Joselle

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	7/11/13
1st offense:	two (2) days suspension
	Sept. 27, 18
Line	
Jr. Staff	
Staff	aph
ACKNOWLEDGE BY:	
MANAGER	<u>Toledo, Joselle</u> / 9-17
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 : Toledo, Joselle  
Position : PD5  
ID Number : AEFL18645  
Client Company : FALP  
Date : September 12, 2019  
Re : **NOTICE TO EXPLAIN**  
Dear Ms. Toledo,

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

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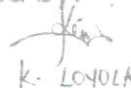
> long finger nails

- 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:

  
K. LONOLA

Supervisor/Dept. Head

Received by:

 Toledo, Joselle P.

Signature Over Printed Name

Date/ Time: \_\_\_\_\_

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Toledo, Joselle P. ✓ Company Assigned:

✓ Position: Associate ✓ Date Hired: 11-05-2019

✓ Date: 09-13-2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓  
Ako po si Joselle Toledo na audit po sa kabanayan  
di pag sunod sa stop, call of wait sapagkat po delay na po nito  
ng noon at wala po ang aming leader at nakaportion din po  
ang aming expert. & ku rin po alam na bag

Details of Countermeasure: (Use additional page if necessary)

✓  
Susunod na po ako sa rules at di na po magh

✓  
Employee's Signature

Recommendation:



Car Model / Line No.	Subaru GC7/7111
Date / Time	September 11, 2019/04:30am
Name / ID No.	Toledo, Joselle/EFLL18645
Shift / Group	NS/B
Batch No.	241
Process	Layout process
AS or Agency: specify	Add Even
Person Informed	J. Masapol
Audited by	L. Gonzales
	Details
<p>Not following Stop, Call and Wait Attachment of missing through clamp on layout process. &gt; long finger nails</p>	

