

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

DISCIPLINARY ACTION MEMORANDUM

DATE : April 17, 2021 **CLIENT: FURUKAWA**
EMPLOYEE NAME : Sela, Joan **EMPLOYEE NO.:** AEFL20523
DEPARTMENT : ^{PD3} ~~PD4~~/ SUZUKI 5128 **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 using Clip tag
Appearance inspector did not use clip tag during inspection
Audited by I-ALERT (Feb 10, 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 ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Sela, Joan
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME: <u>Sela Joan</u>	EMPLOYEE SIGNATURE: <u>[Signature]</u>
EMPLOYEE NO.: <u>AEFL20523</u>	
NO. OF OFFENSE: <u>1st offense</u>	
SUSPENSION DATE: <u>-</u>	IMMEDIATE SUPERVISOR: <u>[Signature]</u>
RETURN DATE: <u>-</u>	
RETURN SHIFT: <u>-</u>	
SHIFT/SCHEDULE: <u>-</u>	
PD/ LINE: <u>5128</u>	MANAGER: <u>[Signature]</u>

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

To : **Sela, Joan**
Position : **Production Associate**
ID Number : **AEFL20523**
Client Company : **FALP**
Date : **April 17, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Sela,

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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DETAILS: Not using Clip tag


Appearance inspector did not use clip tag during inspection

Audited by I-ALERT (Feb 10, 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:


CLEVER DIANA ROSE
Supervisor/Dept. Head

Received by:


JOAN N. SELA

Signature Over Printed Name

Date/ Time: April 20, 2021 12:00 pm

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Add Even

Control No: FAIR-19-2102-868

Name: Sela, Juan
Position: Associate
ID Number: AEFL20523
Batch No.: 986
Car Model/Line: Suzuki Y2R/5128

Process: Appearance
Group/Shift: NC-13
Date/ Time: Feb. 10, 2021 / 10:30
No. of Offense: First Offense
Superior Name: G. Laylo

Audited By: <u>L. Devilla</u>	Checked by: <u>K. Hernandez</u>	Noted By: <u>J. Reyes</u>
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Non-compliance Reference/Document
Control Number:

FALP-GL-PRD-CP 092

Details of Audit Findings:

Not using clip tag
Appearance Inspector did not use clip tag during inspection.

WRITTEN EXPLANATION

Masama po pakiramdam ko noong araw na yon gawa ng mayroon po akong menstruation noon at may dysmenorrhea po ako saktong po na lagdaging ko lang ng CR at unang harness po yung nahuli sa akin, kababari ko lang din naman po nun. Pero lagi po akong nagcunit ng clip tag during inspection.

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).

Employee Date: <u>02-27-21</u>	Jr Staff Date: <u>C. Orendan</u>	Staff Date: <u>2/27/21</u>	Supervisor Date: <u>2-27-21</u>	Manager Date: <u>Ka. I. S.</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: JOAN N. SEUA

Company Assigned:

Position: ASSOCIATE

Date Hired: Oct 17, 2020

Date: FEB 10, 2021

Date of Incident/Accident: FEB 10, 2021

Details of Explanation: (Use additional page if necessary)

Masama po kase pakiramdam ko noong araw na yon gawa ng mayroon po akong menstruation at may dysmenorrhea po ako saklong pong na tagaling akong cr at unang harness po yon na aking gagawin nadito po na gamit ang clip tag

Details of Countermeasure: (Use additional page if necessary)

lagi ko na pong tatandaan at gagamitin ang clip tag sa pag-inspect-

Employee's Signature

Recommendation: