



MANPOWER
RESOURCES AND SOLUTIONS INC.

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

To : Langga, Mariane
Position : Production Associate
ID Number : AEFL19212
Client Company : FALP
Date : August 2, 2019
Re : NOTICE TO EXPLAIN

Dear Ms. Langga

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 on INSERT-PULL method.

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.

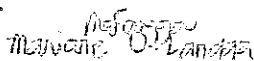
For your information and strict compliance.

Served by:


K. LOYOLA

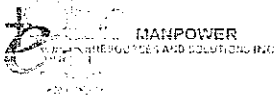
Supervisor/Dept. Head

Received by:


Mariane O. Langga

Signature Over Printed Name

Date/ Time: 08/03/19 | 1:05



MANPOWER
RESOURCES AND SOLUTIONS INC.
1000 N. GARDEN ST. SUITE 1000
DALLAS, TEXAS 75202-3000
TEL: 214.639.1100 FAX: 214.639.1101

DISCIPLINARY ACTION MEMORANDUM

DATE : August 2, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Langga, Mariane

EMPLOYEE NO.: AEFL19212

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 Employees 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 on INSERT-PULL method.

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:

K. LOYOLA

AEM COORDINATOR/SUPERVISOR

NOTED BY : May Marjerie S. Tabunan

AEM ASSISTANT GENERAL MANAGER

Langga, Mariane

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offense:	1st offense
	August 13, 14
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	8/14/19
Signature Over Printed Name/ Date	

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Mariane LonggaCompany Assigned: JurukawaPosition: Prod. operatorDate Hired: March 27, 2019Date: 8/3/19

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

↑
Nahuli po ako na nag advance insertion ng wire sa connector dahil po sa g wala na
po kaming paper na isa-supply sa conveyor.

Details of Countermeasure: (Use additional page if necessary)

↑
Sumasal na po sa follow up regulations para hindi na maulit. Hindi po na gagawin
ang mga kumak.

Recommendation:

M. Longga
Employee's Signature

Car Model / Line No.	Suzuki YD1 Line 5120	<div style="text-align: center;">Picture</div>
Date / Time	July 29, 2019/9:05am	
Name / ID No.	Langga, Mariane/AEEL11212 Francisco, Jessa/17-PM11365	
Shift / Group	DS-B	
Batch No.	259/50	
Process	Sub-Assembly	
FAS or Agency specify	Add Even/PKIMT	
Person Informed	B. De Castro	
Audited by	A. Maranan	
Details		
Noncompliance on INSERT-PULL method. Advance Insertion on conn. ASZAPAC12 - YI, Gr / and conn. SSG/TSN10-18F-Gr - YI, Gr /		