

DISCIPLINARY ACTION MEMORANDUM

DATE : July 26, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Manaig, Charlie

EMPLOYEE NO.: AEFL19132

DEPARTMENT : PD2/ D01L

SHIFT: B

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources & Solutions Employee Code of Conduct and Discipline Article 4.1.

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 operator doing the process.

Not certified associate doing taping in assembly process, certified only in parts based on his badge, might cause wrong taping 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 3 days suspension for the said violation of our Employee Code of Conduct

You are now forewarned that the next similar offense will also result in a disciplinary action.

PREPARED BY:

K. LOYOLA

AEM COORDINATOR/SUPERVISOR

NOTED BY

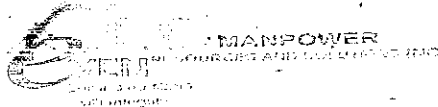
: May Mariorie S. Tabunan

AEM ASSISTANT GENERAL MANAGER

Manaig, Charlie

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. of Offence:	1st offense
	3 days suspension
Date:	August 5, 6, 7
By:	 R. Tabunan 8/1
Staff:	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed Name/ Date	



Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-8548 (Globe) | 0918-279-3598 (Smart)

To : Manaig, Charlie
Position : PD2
ID-Number : AEFL19132
Client Company : FALP
Date : July 26, 2019
Re : **NOTICE TO EXPLAIN**

To: Mr. Manaig

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 operator doing the process.

Not certified associate doing taping in assembly process, certified only in performing on his badge, might cause wrong taping 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:


J. L. Lora

Supervisor/Dept. Head

Received by:


CHARLIE M. MANAIG

Signature Over Printed Name

Date/Time: July 29, 2019 12:10 PM

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: charlie M. Mamang

Company Assigned: DOIT-PD1

Position: Associate

Date Hired: Feb 20 2019

Date: July 20, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

sorry po na nag tape ko kahit hindi ko manan
Ako na katalaga sa akin. at dapat para hindi na human lang
sa suspension. sin at sinubukan ko po na mag tape kahit hindi

Details of Countermeasure: (Use additional page if necessary)

hindi ko po ako gagawa k katalaga katalaga
sa akin para hindi po ma huli sa compliance -
hindi na ako mag tape pag hindi ako portion at
down na lang papwesto sa katalaga saatin.


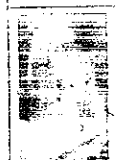
charlie M. Mamang

Employee's Signature

Recommendation:

COMPLIANCE AUDIT REPORT
 (DS - Sheryl O. Ducto)

Date: July 2013

Item	Defect	Process / Area	Incident	Actual Finding	Findings / Non-Compliance	CA	Remarks	Corrective Action	Responsible Person	Due Date	Remarks	
1	07/13/19 DS	Daihatsu COIL line 2116		Not certified associates doing repair in assembly access. Certified staff in parts base can't load gear might cause wrong taping method	13	Informed junior staff advised to retrain members to follow assigned work load only based on certified staff badge	003		Aldrin Tarnayo	E. Itochu	Sir Marlon	For M