

Amador  
4-23



**NOTICE OF DECISION**

**RECOMMENDATION**

DATE OF SUSPENSION: April 23,

DATE RETURNED TO WORK: April 24,

SHIFT: A

NEED FOR REFRESHER: ☒ YES

SIGNATURE OF EMPLOYEE: [Signature]

APPROVED BY: [Signature]

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspens  
kunin ito pagbalik after suspension bago mag 8a  
F-2021-01-0920

Emp. No. BF-18177 Date Prepared \_\_\_\_\_

Employee Name Amaro, Mark Angelo Case Ref. No. \_\_\_\_\_

Position Production Associate Employment Status Regular

Dept/Section PD Section 1 (5102)

**Details of Offense:**

Article No. VIII

Section No. VII

Article Code OFFENSES AGAINST WORK / BUSINESS STANDARD

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION  
ON WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY

Nature of Offense NON COMPLIANCE DURING ECT PROCESS

Number of Offense 1ST OFFENSE

Applicable Penalty SUSPENSION

**Incident Summary**

Associate did not use FUSE PLATE DURING ATTACHMENT  
OF FUSE AND ECT PROCESS DATED ON Jan 22, 2021

**DECISION:**

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning  
☐ Written Warning  
☒ Suspension Without Pay for 1 days starting from \_\_\_\_\_ to \_\_\_\_\_

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by: [Signature]  
Emie L. Asorio

Approved by: [Signature]

Received by: [Signature]

Employee Signature/Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2102

☒ AGENCY

Please Specify: MDHI

For: <u>audit</u> <u>M. Sangil</u>	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Amaro, Mark Angelo  
Position: Associate  
ID Number: BF-18177  
Batch No.: 302  
Car Model/Line: Suzuki YV7 3102

Process: ECI  
Group/Shift: NS-A  
Date/ Time: Jan 22 2021/09:00  
No. of Offense: First Offense  
Superior Name: A. Coloma

Non-compliance Reference/Document Number:

FAIP-WI-PRO-CI-058

Details of Audit Findings: Non Compliance during ECI Process.

Associate did not used fuse plate during attachment of fuse and ECI process

## WRITTEN EXPLANATION

Ako po si Mark Angelo Amaro ay na audit sa kadahilangan hindi ko pag-gamit ng Fuse Plate kagustuhan kong maihaton ang tambak sa amin para tang mapabilis ang aking process dalawang Fuse lamang naman po ang aking ini-insert sa RFB-L54 MAO kaya minsan diko po nagpapalitan ng Fuse Plate.

## 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).

<u>[Signature]</u> Employee Date: <u>02-17-21</u>	<u>[Signature]</u> Jr Staff Date: <u>02-17-21</u>	<u>[Signature]</u> K. CANALANG Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>2-17-2021</u>	<u>[Signature]</u> Manager Date: <u>2-18-21</u>
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