



Branch Office
Unit 2, Buhangin Compound (Buhangin), San Francisco, Marikina, Philippines
Call Center: 0915-832-8888 (Sales) | 0915-228-3598 (Support)

DISCIPLINARY ACTION MEMORANDUM

DATE : October 7, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Agroso, Maydenn S

EMPLOYEE NO.: AEFL19267

DEPARTMENT : PD5/HONDA TKRA

SHIFT: A

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: **Un-Authorized/Hidden Repair & not following minor repair procedure.**

Associate conduct pulling of branch due to encountered short dimension and band cut not pasted on minor repair record.

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:

[Signature]
K. LONILA
AEM COORDINATOR/SUPERVISOR

NOTED BY

[Signature]
May Mariorie S. Tabunan
AEM ASSISTANT GENERAL MANAGER

[Signature]
Agroso, Maydenn S

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
	2 days suspension
	Oct. 21, 2019
Line	Tridnew pits ght
Jr. Staff	
Staff	



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

To : Agroso, Maydenn S.
Position : Production Associate
ID Number : AEFL19267
Client Company : FALP
Date : October 7, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Agroso,

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/Hidden Repair & not following minor repair procedure.**

Associate conduct pulling of branch due to encountered short dimension and band cut not pasted on minor repair record.

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:


Signature Over Printed Name

Date/ Time: 10/07/19

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Maydenn Argoso

✓ Company Assigned: TKS

✓ Position: Associate

✓ Date Hired: May 02, 2019

✓ Date: 10/09/19

Date of Incident/Accident:


Details of Explanation: (Use additional page if necessary)


✓ I am Maydenn Argoso Dimension 2 of Honda TRX 312E shift A was caught on illegal repairing which I pull one of the branches of the burner because it's too short. I did the illegal repairing because when I call the Jr. staff she didn't response immediately so I decided to pull the branch of the burner.

Details of Countermeasure: (Use additional page if necessary)

✓ When I encountered short dimension in any kind of burner I'm gonna do the stop, call, wait policy. I will stop inspecting the product if I encountered abnormality and call the responsible person like junior staff/ staff and wait for further advice/ judgment.

Recommendation:

✓ 
Employee's Signature

Car Model / Line No.	Honda TKRA/3125	
Date / Time	October 5, 2019/4:50	
Name / ID No.	Maydenn Agrosol/AEFL19267	
Shift / Group	NS/A	
Batch No.	263	
Process	Dimension	
FAS or Agency specify	Add Evan	
Person Informed	E Beio	
Audited by:	C Redondo	
Details		
<p>Un-Authorized/Hidden Repair & Not following minor repair procedure.</p> <p>Associate conduct pulling of branch due to encountered short dimension and handcut not pasted on minor repair record</p>		