

DISCIPLINARY ACTION MEMORANDUM

DATE : April 17, 2021 **CLIENT: FURUKAWA**

EMPLOYEE NAME : Llena, Myra S. **EMPLOYEE NO.:** AEFL21031

DEPARTMENT : PD1 SEC 1 Y2R-5125 **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: 'Non Compliance during assembly process
Associate get parts SIH VO-0.5 L=100 on parts box of next board due to
encountered lacking parts during assembly process.
Audited by I-ALERT (march 12, 2021)

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, DITHA ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Llena, Myra S.

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Myra S. Llena
EMPLOYEE NO.:	AEFL21031
NO. OF OFFENSE:	1st offense
SUSPENSION DATE:	-
RETURN DATE:	-
RETURN SHIFT:	-
SHIFT/SCHEDULE:	-
PD/ LINE:	5125
EMPLOYEE SIGNATURE	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</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 : **Llena, Myra S.**
Position : **Production Associate**
ID Number : **AEFL19621**
Client Company : **FALP**
Date : **April 17, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Llena,

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 during assembly process

Associate get parts SIH VO-0.5 L=100 on parts box of next board due to encountered lacking parts during assembly process.

Audited by I-ALERT (march 12, 2021)

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:

CUEVAS, DIANA ROSE
Supervisor/Dept. Head

Received by:

Myra S. Llena

Signature Over Printed Name

Date/ Time: 04 - 19 - 21

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: add even

Control No: FALP-H-2103-1401

<u>M. Rengatanda</u>	<u>E. Maiquiz</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Myra Ueno
 Position: Associate
 ID Number: ART-2103.1
 Batch No.: 132
 Car Model/Line: Suzuki 125

Process: Assembly
 Group/Shift: RS-A
 Date/ Time: March 12, 2021 9:43
 No. of Offense: 1st
 Superior Name: N. Reyes

Non-compliance Reference/Document
 Control Number:
FALP-WI-PED-AP-101

Details of Audit Findings:

Non compliance during assembly process, Associate get parts slit to 0.5 mm on parts box of next board due to encountered lacking parts during assembly process.

WRITTEN EXPLANATION

Sorry po.. Hindi ko naman po kasi alam na bawal jun- ang pagk-kulam ko po kasi ang bawal ay ang magkabit ng parts sa tilang station Plalo na kung hindi naman expert or staff.

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>M. Rengatanda</u>	<u>H</u>	<u>J. Reyes</u>	<u>M. Frmas</u>	<u>Quiza</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>3-15-21</u>	Date: <u>3-15-21</u>	Date: <u>3/15/21</u>	Date: <u>3-15-2021</u>	Date: <u>3/15/2021</u>

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: **LEENA, MYRA S.**

Company Assigned: **KURUKAWA**

Position: **ASSOCIATE**

Date Hired: **07-09-21**

Date: **04-19-21**

Date of Incident/Accident: **03-12-21**

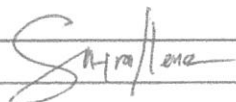
Details of Explanation: (Use additional page if necessary)

Sorry po!... Hindi ko naman po kasi alam na
Bawal po yon. Sa pagkakaralam to po kasi ang bawal ay
ang maghahatid ng parts sa kabilang station. Lalo na kung
hindi naman expert or Jr staff.

Details of Countermeasure: (Use additional page if necessary)

Ako po ay humihingi ng pasensya sa ating
nagawang pagkula ng parts sa kabilang board. pangako rin
po na hindi na iyon mauulit...

pasensya po ulit sa abala...



Employee's Signature

Recommendation: