

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

## DISCIPLINARY ACTION MEMORANDUM

DATE : August 31, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME : Gagtan, Neddy

EMPLOYEE NO.: AEFL19221

DEPARTMENT : PD2

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: Did not used provided connector jig during attachment of STU on option process.

### 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: Brenda Jay Huglas  
AEM COORDINATOR/SUPERVISOR

NOTED BY : May Marjorie S. Tabunan  
AEM ASSISTANT GENERAL MANAGER

Gagtan, Neddy

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense Written Warning
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	<u>9/3</u> <u>Jen</u>
MANAGER	



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To : Gagtan, Neddy  
Position : PD2  
ID Number : AEFL19221  
Client Company : FALP  
Date : August 31, 2019  
Re : **NOTICE TO EXPLAIN**  
Dear Ms. Gagtan,

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

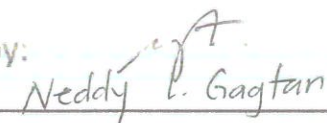
4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: Did not used provided connector jig during attachment of STU on option process.

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:

  
\_\_\_\_\_  
Supervisor/Dept. Head

Received by:   
\_\_\_\_\_  
Signature Over Printed Name  
Date/ Time: 09-02-2019

EXPLANATION SHEET/COUNTERMEASURE SHEET

✓ Involve Employee: Neddy Gagtan ✓ Company Assigned: Furukawa

✓ Position: Associate ✓ Date Hired: 03-27-2019

✓ Date: 09-02-2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

✓  
Nahihirapan po ako sa paggamit ng jig  
kasi na NG at nadedelay po ako.  
Kasi po madali manira ang STU pag-gumagamit  
ako na jig pag mali ang layout ko ng STU.

Details of Countermeasure: (Use additional page if necessary)

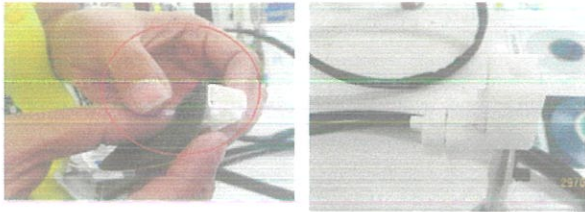
✓  
Susunod na po ako sa standard process  
Gagagamit na po ako na jig.  
Di na po maulit.

✓  
  
Employee's Signature

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Car Model / Line No	Daihatsu D01L/2122		Picture	Action Taken
Date / Time	August 29, 2019/ 9:30 PM			
Name / ID No.	Gagtan, Neddy/AEFL19221			
Shift / Group	NS/A			
Batch No.	269			
Process	Option Process			
FAS or Agency: specify	Add Even			
Person Informed	J Viñas			
Audited by:	M. Casama			
	Details			
<p><u>Not following SOP</u></p> <p>Did not used provided connector jig during attachment of STU on option process</p>				