

Branch Office:
 Unit 2, Romapville Commercial Bldg., San Fernando, Malvar, Batangas
 Cellphone Number: 0915-632-6548(Globe) | 0918-279-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

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

EMPLOYEE NAME : Magsipoc, Dairies P. **EMPLOYEE NO.:** AEFL20109

DEPARTMENT : PD1 SEC 1 SUZUKI 5101 **SHIFT:** A/B

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: 'Not following SOP
3 harness on appearance inspection table.
Remarks: 1 Master Sample
1 ongoing inspection
1 for inspection Audited by I-ALERT (Feb 24, 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: CUEVA, WILBERT ROSE
AEM COORDINATOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Magsipoc, Dairies P.
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	<u>Magsipoc, Dairies P.</u>
EMPLOYEE NO.:	<u>AEFL20109</u>
NO. OF OFFENSE:	<u>1st offense</u>
SUSPENSION DATE:	<u>-</u>
RETURN DATE:	<u>-</u>
RETURN SHIFT:	<u>-</u>
SHIFT/SCHEDULE:	<u>5101</u>
<div style="display: flex; justify-content: space-between;"> <div> EMPLOYEE SIGNATURE <u>[Signature]</u> </div> <div> IMMEDIATE SUPERVISOR <u>[Signature]</u> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> MANAGER <u>[Signature]</u> </div> </div>	

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

To : **Magsipoc, Dairies P.**
Position : **Production Associate**
ID Number : **AEFL21120**
Client Company : **FALP**
Date : **April 17, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Magsipoc,

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.

'Not following SOP

3 harness on appearance inspection table.

Remarks: 1 Master Sample

1 ongoing inspection

1 for inspection Audited by I-ALERT (Feb 24, 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:


CELVIA ANNA ROSE
Supervisor/Dept. Head

Received by:

MAGSIPOC, DAIRIES P.

Signature Over Printed Name

Date/ Time: 04-20-21

Date & Time	February 24,2021/09:45	Illustration 
Shift & Group	DS-B	
Car Maker/ Model	Suzuki YV7 Main	
Line No.	5101	
Name	Magsipoc,Dairies	
ID No.	AEFL21039	
Batch No.	354	
Process	Appearance	
FAS or Agency: specify	Add Even	
Person Informed	A.Agustin	
Audited by	G.Sibayan	
Reason/Risk:		
Audit Details		
3 harness on appearance inspection table. Remarks: 1 Master Sample 1 ongoing inspection 1 for inspection		

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Add Even

Control No: <u>FALP-14-2102-1062</u>		
<u>G. Elorayan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Magapoc Dairies
 Position: Associate
 ID Number: AEFL 21031
 Batch No.: 351
 Car Model/Line: Suzuki X17 main / 5101

Process: Appearance
 Group/Shift: DE - B
 Date/ Time: Feb. 21, 2021 / 4:45
 No. of Offense: 1st
 Superior Name: A. Agustin

Non-compliance Reference/Document
 Control Number:

FALP-WI-PRD-1P-007

Details of Audit Findings:

Hot following COP > 3 names on appearance inspection table. 1. Master sample
 2. 1 ongoing inspection and barcoded on IRCC 3. 1. For inspection and not yet barcoded on IRCC but inspector already
 start even the other names is ongoing inspection

WRITTEN EXPLANATION

Tapos na po kami mag-inspect nun, naka loop na rin po yung ininspect namin kaya
 kumaha ulit ako ng harness pero hindi pa po namin ininspect yung susmud
 na harness, naglalatang palang po ako nun.

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>J. Magapoc</u>	<u>J. M. GREGORIAN</u>	<u>G. Elorayan</u>	<u>C. Carabias</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02-27-21</u>	Date: <u>02-27-21</u>	Date: <u>2/27/21</u>	Date: <u>2-27-21</u>	Date: <u>3.1.21</u>

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: MAGSIPOC, DAIRIES P.

Company Assigned: FAS

Position: Production Associate

Date Hired: 01-16-21

Date: 04-20-21

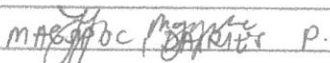
Date of Incident/Accident: 02-24-21

Details of Explanation: (Use additional page if necessary)

Na-audit po ako noong Feb. 24, 2021 dahil po nakita an kami ng tatlong harness sa table pero tapos na po kaming mag-inspect nun. Kayal po kumuha pa po ako ng panibagong harness.

Details of Countermeasure: (Use additional page if necessary)

Sa susunod po, sirigumaduhin ko na tapos na kaming mag-inspect at nakalipat na sa kabilang process ang harness bago po ako ulit kumuha ng panibagong harness.



Employee's Signature

Recommendation: