



MANPOWER
1000 N. Main Street, Suite 100, San Francisco, CA 94104
Tel: (415) 774-2200 Fax: (415) 774-2201

DISCIPLINARY ACTION MEMO

DATE : August 23, 2019

EMPLOYEE NAME : Morados, Liza

DEPARTMENT : PD2/DAIHATSU

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	1st offense
	2 days Suspension
	September 2, 3
Line	2104
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed Name/ Date	

SHIFT: 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.

Used based jig to pull the wire in sub-assy 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 **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:
AEM COORDINATOR/SUPERVISOR

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

Morados, Liza
Employee's Signature over Printed Name/Date

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

To : Morados, Liza
Position : Production Associate
ID Number : AEFL19023
Client Company : FALP
Date : August 23, 2019
Re : **NOTICE TO EXPLAIN**

Dear Ms. Morados,

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: NOT Following SOP.

Used based jig to pull the wire in sub-assy 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.

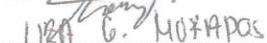
For your information and strict compliance.

Served by:


B. Huelgas

Supervisor/Dept. Head

Received by:


Liza C. Morados

Signature Over Printed Name

Date/ Time: 08-23-19

EXPLANATION SHEET/COUNTERMEASURE SHEET

Employee: LIZA G. MORALES

Company Assigned: FUEUKAWA

Position: PRODUCTION ASSOCIATE

Date Hired: 01-16-19

Date: 08-23-19

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Liza G. Morales ay humihingi ng pagmamahin sa ating pag-kakamaling nagawa ko lamang po ang bagay na yun dahil paglaging may dudutse ang ating PC sa twing hinihingi ko ang kuby brown na wire sa jig na mayak ko kung opnin na lamang ang pag mayak ko dito para maiwasan ang pagdutse nito dahil may problema po pala ang jig kaya opnin ilang beses nadin po itong piragawa pero opnin patin hanggang sa pinalitan na po ito at duo nataman na ang jig na mismo ang may problema kailangan po itong tuman para hindi mag dutse pag-pamamahin pa nyo ang ating nagawa.

Details of Countermeasure: (Use additional page if necessary)

Ako po ay hindi na ulitin ang nangyari kung sakaling mag kaproblema ulit ang ating jig tatawag nalang ako sa ating leader o Sr. Staff at mag iintay nalang ako sa sasabihin nila.

Employee's Signature

Recommendation: