

Dole Reg. ROIV – LPO – 18A -1015 - 066  
Unit 4 and 5, Tormis Promenade,  
Brgy. Santiago, Malvar Batangas

## DISCIPLINARY ACTION MEMORANDUM

**DATE** : April 05, 2019

**CLIENT:** FURUKAWA

**EMPLOYEE NAME** : Leizel Ma. Cristina Legaspi

**EMPLOYEE NO.:** AEFL18312

**DEPARTMENT** : PD1

**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: Using of prohibited tool during un authorized repair. (audited by I ALERT)

### 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 3 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:**

*ARLYN S. ALCORO*

NAME

AEM COORDINATOR

**NOTED BY** : MAY MARJORIE S. TABUNAN

AEM ASSISTANT GENERAL MANAGER

*function* 04/05/19  
Leizel Ma. Cristina Legaspi

Employee's Signature over Printed Name/Date

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. of Offense:	2nd offense 3 days suspension April 22, 23, 24
Line	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	<i>Katherine O. Cabrera</i> KATHERINE O. CABRERA
MANAGER	Signature Over Printed Name/ Date

**Branch Office:**

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

To : Legaspi, Liezel Ma.  
Position : Production Associate  
ID Number : AEFL18056 AEFL18312  
Client Company : FALP  
Date : April 05, 2019  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Legaspi

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: Using of prohibited tool during un authorized repair. (audited by I ALERT).

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 pderiod.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:

ARLYN M. ALCARAZ  
Supervisor/Dept. Head

Received by:

LEGASPI LIEZEL MA CRISTINA

Signature Over Printed Name

Date/ Time: 04/05/19 12:17 PM

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: - Legaspi, Lizele Ma. Cristina

Company Assigned: - FUKUKANO

Position: - Associate

Date Hired: - August 13, 2018

Date: - April 05, 2019

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Lizele Ma. Cristina Legaspi, nakacounter po ako ng defect (retainer with foreign materials) sa portion ko. Nung ellock ko napa yung retainer saka ko lang napansin na may foreign materials pala yung retainer, kaya hindi ko na humayo na ellock ang alam ko pwede pang tangalin yung retainer nule pag hindi pa nakalock kaya sinubukan kong tangalin kaya lang hindi ko matagal gamit ang kamay kaya tumawag ko yung buddy/partner ko sa process, sinubukan nya ring tangalin ang retainer pero hindi nya kaya, kaya naisip nyang gumamit ng tweezers para tangalin ang retainer pero hindi nya natangal kaya tumawag nya ng jr. staff.

Details of Countermeasure: (Use additional page if necessary)

Kapag nakacounter wit ako ng ganung sitwasyon tatwagin ko na ngad ang jr. staff.

Employee's Signature

Recommendation:

for 3 days suspension

# I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Add Even

Control No: FALP-1A-1903-168

Name: Maria Cristina Legaspi  
Position: Associate  
ID Number: AEFL1832  
Batch No.: 230  
Car Model/Line: Vuzuki 4000 1512

Process: ET  
Group/Shift: A / NS  
Date/ Time: March 19, 2019  
No. of Offense: second  
Superior Name: G. Carter / W. Humilla

<u>80</u> Audited By:	<u>6</u> Noted By:
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Audit Findings: Using of prohibited tool during unauthorized repair (tweezer)

Details: Failed attempt to remove retainer lock on comm. NPC-SP-SPA-BSR

(See attached report)

## WRITTEN EXPLANATION

Ako po si LEZEL ANN CRISTINA LEGASPI nakalipat sa Retainer with materials sa portion ko. Nung click ko sa yung Retainer, saka ko lang napansin na No Good pala yung Retainer (may grease with dust and fiber) kaya hindi ko na tinuloy sa express para click. Ung alam ko pwede pa tanggalin ang retainer pang hindi pa nakalock kaya sinubukan kong tanggalin gamit ang kamay ko pero hindi ko matanggal kaya tinawag ko yung partner/buddy ko para tanggalin yung retainer pero hindi nya kaya kaya naisip nyang gamitin na lang yung tweezer, daka ko okay lang gamitin yung tweezer kasi hindi pa naman nakalock kaya hinayaan ko na kong siya pa hindi nga matanggal kaya tumawag na sya na JR Staff. Sinubukang ding tanggalin ng JR Staff pero hindi nya din kaya kaya enagat ko yung tweezer, saka nya sinabi na bawal pala yun gamitin kasi half lock lang yung Retainer, saka ko okay lang kasi nakita kong ginapit ng operator sa pagtatanggal ng Retainer.

## Remarks/Evaluation:

Please Issue I.R

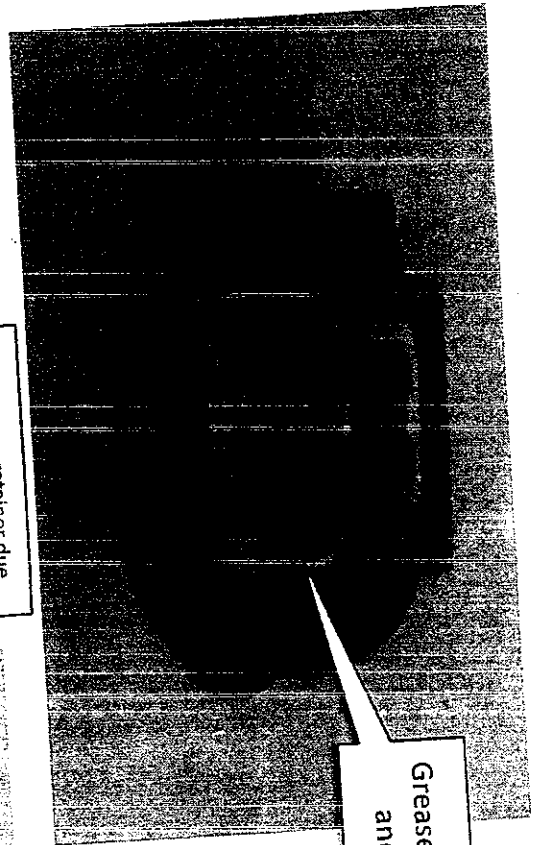
Signature  
Signature of Employee  
Date: 3/21/19

Signature  
Jr Staff  
Date: 3/21/19

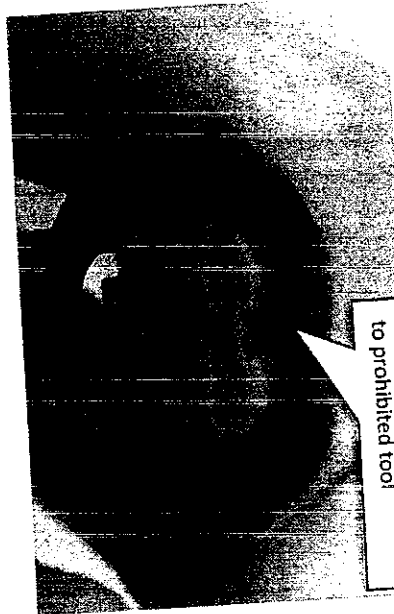
Signature  
Staff  
Date: 3/21/19

Signature  
Supervisor  
Date: 3/21/19

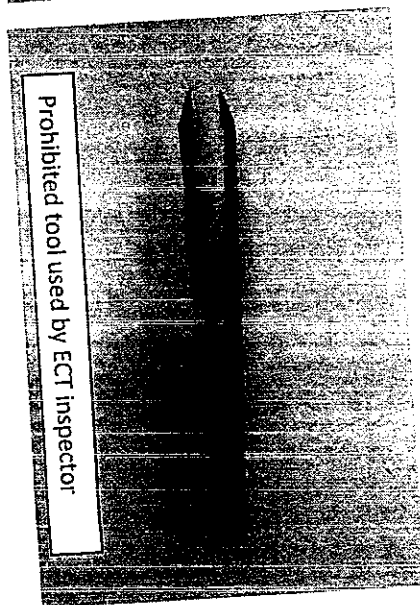
Signature  
Manager  
Date: 3/21/19



Grease with dust  
and fibers



Damage on retainer due  
to prohibited tool



Prohibited tool used by ECT Inspector