



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUMBAN, CHRISTIAN KING

EMPLOYEE NUMBER: BF-14167

DEPARTMENT: HONDA 3124 A

DATE: November 8, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**


VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate has no record for air leak test since October 1st dated last October 18, 2019.

It is clearly stated in Maxim de Humana Int'l Inc., 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.

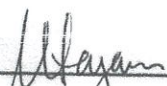
In view of this, you are hereby given a One day Suspension for the said violation of our Employee Code of Conduct.

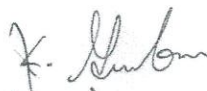
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:


Angie T. Gomba
MDHII HR COORDINATOR

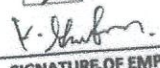
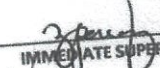

NOTED BY:


Michelle A. Fajardo
MDHII HEAD COORDINATOR



Christian King Gumban, 11-15-19

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 30, 2020
DATE RETURNED TO WORK	January 31, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<i>calapad 2-3</i> <i>002558756</i>	 SIGNATURE OF EMPLOYEE
APPROVED BY:	 IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension da kunin ito pagbalik after suspension bago mag 8am/pn	

Received by: ANGIE T. GOMBA 11/15/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUMBAN, CHRISTIAN KING

EMPLOYEE NUMBER: BF-14167

DEPARTMENT: HONDA 3124


DATE: November 8, 2019

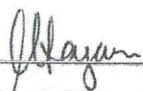
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate has no record for air leak test since October 1st dated last October 18, 2019 which subject you to 1 to 5 days suspension.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.


PREPARED BY: 
Angle T. Gomba
MDHII HR COORDINATOR


NOTED BY: 
Michelle A. Fajardo
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

My air leak test naman po ako kaso
hindi ko po natiraad kasi po nawala
yung bagong checksheet saung air leak test
hindi po agad ulit ako natakling ng
checksheet kasi po trouble po ang machine
kasi po ating kailangan ng equipment

NOTE: You may use an extra sheet as needed


Christian King Gumban
Employee's Signature Over Printed Name/Date

Received by:  **ANGLE T. GOMBA 11/15/19**
Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FAIR 1A-1910-1873

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AGENCY

Please Specify: MDH

<u>J. Magadia</u> J. Magadia	<u>J. Magadia</u> J. Magadia
Audited By:	Noted By:

Name: CHRISTIAN KING CECEDA
Position: ASSOCIATE
ID Number: BR14167
Batch No.: 055
Car Model/Line: DATARAN DOIL /INITIAL

Process: ALUMINUM
Group/Shift: DS/A
Date/ Time: OCTOBER 18, 2019 (11:3)
No. of Offense: 1ST OFFENSE
Superior Name: R. EBREO

Audit Findings: NOT FOLLOWING SVP

Details:

no record for air leak test since october 1st

WRITTEN EXPLANATION

Ang air leak test naman po ako
kaso hindi ko po naircord kasi po nawa
ang bagong cheatsheet ng air leak test.
Hindi po agad ulit ako nakahinge ng
cheatsheet kaso po trouble po ang machine lagi
po along tawag ng equipment

Remarks/ Evaluation:

Issue Penalty

J. Magadia
Signature of Employee
Date: 10/10/19

REGINA EBREO
Jr Staff
Date: 10-24-19

J. Magadia
Staff
Date: 11/24/19

J. Magadia
Supervisor
Date: 10/25

J. Magadia
Manager
Date: 10/26