

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ILAGAN, MAICA

EMPLOYEE NUMBER: BF-14984

DEPARTMENT: HONDA 3116

DATE: SEPTEMBER 10, 2020

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.**

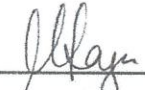
VIOLATION COMMITTED: NON-COMPLIANCE ON INSERT PULL METHOD. Associate used one wire only on pulling of wires due to encountered DOTSU NG on sub assy process, last **August 15, 2020.**

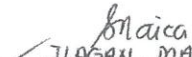
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 1 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.

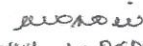
PREPARED BY: 
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: 
Michelle A. Fajardo
MDHII ONSITE COORDINATOR

 ILAGAN, MAICA D.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	October 10, 2020
DATE RETURNED TO WORK	October 12, 2020
SHIFT:	A
NEED FOR RETRAINER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE Maica Ilagan D. PEREZ	
APPROVED BY:	 IMMEDIATE SUPERVISOR CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:  EMILY L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ILAGAN, MAICA

EMPLOYEE NUMBER: BF-14984

DEPARTMENT: HONDA 3116

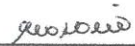
DATE: SEPTEMBER 10, 2020

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate used one wire only on pulling of wires due to encountered DOTSU NG on sub assy process, last **August 15, 2020**, which subject you in **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: 

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: 

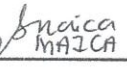
Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

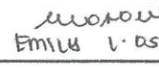
EMPLOYEE'S EXPLANATION:

✓ Nasunod naman po ako sa SOP, pasensya na po kung na-audit po ako kase
(ako) nag dotsu po yung sirat sub namin isa isa naman ko po himhila ang wire
kaso nung nasa twisted na po nahirapan po ako kase pinaghiwalay ko pa po tumingin
po ako sa pc non kaso pagtingin ko po sa hawak kong wire iba na po
pala kury ang hawak ko. Pasensya na po talaga. salamat po.

NOTE: You may use an extra sheet as needed

✓ ILAGAN  MAICA D.

Employee's Signature Over Printed Name/Date

Received by: 
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FAUP-1A-2008-1772

☐ FAS

☒ AGENCY

Please Specify: Maxim

Name: Maico Ilagan
Position: Associate
ID Number: BI-14984
Batch No.: 261
Car Model/Line: Honda / 3116

Process: Sub assy
Group/Shift: NS-A
Date/ Time: Aug. 15, 2010 / 2:25
No. of Offense: 1st
Superior Name: V. Arada

<u>T. Cabatana</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
-----------------------------------	------------------------------------	------------------------------

Non-compliance Reference/Document Control Number:

FAUP-WI-PROD-NA-OVS

sub assembly process

Details of Audit Findings:

used 1 wire only on pulling of wires due to encountered Dotsu NG on sub assy process

WRITTEN EXPLANATION

Nag dotsu po ang pw namin standard naman pa ako sa paghula ng mga wire isa isa hindi po ako nag na-mass pulling sakto larey po na mahirap hilahin yung sa twisted pinaghawalay ko po tapos tumingin po ako sa pw ako po alam na maling wire na po pala ang mahula ko sakto pa po na dumating ang i alert. Pansensya na po.

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>Maico Ilagan</u> Employee Date: <u>08-19-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8/19/20</u>	<u>[Signature]</u> Staff Date: <u>8/19/20</u>	<u>[Signature]</u> Supervisor Date: <u>8/19/20</u>	<u>[Signature]</u> Manager Date: <u>8/20</u>
----------------------------------------------------------	--------------------------------------------------------	-----------------------------------------------------	----------------------------------------------------------	----------------------------------------------------