

emwa
423



NOTICE OF DECISION

RECOMMENDATION

DATE OF SUSPENSION:

4/19

DATE RETURNED TO WORK

A

SHIFT:

NEED FOR REFRESHER:

☐ YES

☒ NO

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbailk after suspension bago mag 8am/pm.

F-2021-02-0916

Emp. No. BF-18421 Date Prepared _____
Employee Name Penas, Ryan Dank Case Ref. No. _____
Position Production Associate Employment Status REGULAR
Dept/Section PB1 section 1 (S130)

Details of Offense:

Article No. VIII
Section No. VII
Article Code OFFENSES AGAINST WORK / BUSINESS STANDARD
Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE
Nature of Offense NOT FOLLOWING CHECKING & FLIPPING OF PART BOX
Number of Offense 1ST OFFENSE
Applicable Penalty WRITTEN WARNING

Incident Summary

NOT FOLLOWING CHECKING & FLIPPING OF PART BOX EXCESS PARTS
FOUND ON PARTS BOX AT SUB ASSEMBLY PROCESS LAST JANUARY 29 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐

Your failure to submit your written explanation

Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☒

Verbal Warning

Written Warning

Suspension Without Pay for

N/A days starting from

N/A to N/A

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by:

Emre L. OCONO

Approved by:

[Signature]

Received by:

[Signature] March 15, 2021

Employee Signature/Date



NOTICE TO EXPLAIN

			DATE	03-09-21	
EMP. NAME	Perao, Ryan Dante	CASE NO.	F-2021-02-0916		
POSITION	Production Associate	EMP. NO.	BF-13421		
CLIENT	FAS	DEPT/SEC	PD1 Section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.</p> <p>Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p>					
Alleged Violation (s): (please indicate all possible infractions)					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST WORK / BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT	1ST	WRITTEN WARNING
Specifically and in detail the infraction was:					Failure to
Based on the submitted Incident Report/document:					
<p>On January 2021, associate was audited at the Production due to not following checking & flipping of parts box.</p>					
Attachment (if any):					
Prepared by			Noted by:		
Emie L. Deonido			Michelle Fyghin		
Employee's Acknowledgement					
Signature/Date/Time					
March 15, 2021 (2:30)					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



MAXIM DE HUMANA

International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

EXPLANATION FORM

Date: March 09, 2021

MEMORANDUM CONTROL NO. F-2021-02-0916

Details of Explanation nakita ko pong may parts na

pero Hindi ko binalikted dahil akala ko po ay OK po iyon
at excess nga po-na-limitan ko lang pong umangas pero
human way ng jr start sapagkat nagmamadali sa ko at delay po
ko pagpapakita ng po ang akong pagkakamali sa susunod
po ay tatawag po ako ng JLR Striff at
Susunod stop call and wait po sa Hindi konapo
mauut ang pagkakamali ko at inform
ko kungad sa staff pag may nakita akong
nga parts na nga pagkakamali

Ryan Danilo F. Peros
Signature over Printed Name

Received by:

Emie L. OSORIO

MDHII Coordinator

Michelle E. Fajaro
Admin Officer

Noted by:

[Signature]
Branch Manager

MDHII Remarks:

FOR WRITTEN WARNING



MASTER COPY

Copy No. 1/1

DC 1/1

Date 1/1

VALID ONLY if it is RED

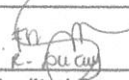
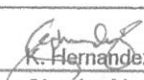
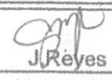
I-ALERT WRITTEN EXPLANATION

Control No: FAIR-14-261-567

☐ FAS

☒ AGENCY

Please Specify: MDPH

 Audited By:	 Checked by:	 Noted By:
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Name: Mycah James Perez
Position: associate
ID Number: BF-13421
Batch No.: 51
Car Model/Line: Suzuki KC/5132

Process: assembly
Group/Shift: N/A
Date/Time: Jan. 28, 2021 / 9:20
No. of Offense: 1st
Superior Name: H. Hernandez

Non-compliance Reference/Document Control Number:

FAIR-WI-004-1505

Details of Audit Findings:

Not following checking or shipping of parts box
excess parts DA-530-B found on parts box at sub assembly process

WRITTEN EXPLANATION


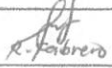
nakita to na pang may parts po pero hindi ko po binaliktad dahil ako la ko po ay ak lang po iyon at excess nga po na limutan ko lang pang mag andon para tumawag ng SR staff sapagkat nagmamadali po ako at delay po kame i pag palumutan ng po ang aking pag kakamali ngi ko na pang tinandaan ang pag babaliklad ng parts box

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).

 Employee Date: <u>2/5</u>	 Jr Staff Date: <u>H. Hernandez 6/5</u>	 Staff Date: <u>2/5</u>	 Supervisor Date: <u>2/9/2021</u>	 Manager Date: <u>02/11/21</u>
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