



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DEL CASTILLO, LOVELY

EMPLOYEE NUMBER: BF-10525

DEPARTMENT: SUZUKI 5101 A

DATE: OCTOBER 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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.**

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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

0910-100-1964 RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 10, 2019
DATE RETURNED TO WORK	Dec. 11, 2019
SHIFT:	DS A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Del Castillo</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Angie T. Gomba</u> IMMEDIATE SUPERVISOR
<u>Chady Dosono</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

LOVELY DEL CASTILLO

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA #107/10

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: DEL CASTILLO, LOVELY

EMPLOYEE NUMBER: BF-10525

DEPARTMENT: SUZUKI 5101

DATE: OCTOBER 18, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 good checker pin of guide jig and sub assy process (Broken probe pin) last **September 14, 2019**, which subject you **1 to 5 days of 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: \_\_\_\_\_

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Nagcheck po ako nung start of the shift. At dahil po siguro slightly bend siya ay di ko agad nakita. kaya good po ang nilagay ko sa check sheet. kaya po nung may magcheck na i-abort ay nakita po rib bend na yung probe pin kasi po bandang tighati na po sila nagcheck kaya naganap na ng husto ang pin sa pag process ko po. Nagkamali po ako sa di pag-check from time to time ang pin kasi sobrang tiwala po ako sa pagcheck ko nang iba. Yun pa po ang gagawin ko sa susunodna magprocess ako.

NOTE: You may use an extra sheet as needed

LOVELY DEL CASTILLO

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/07/19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1296

☒ AGENCY

Please Specify: WD#11

<u>L. Castano</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Del. Castillo, J. Lavey  
Position: Associate  
ID Number: DT 10525  
Batch No.: 117  
Car Model/Line: Suzuki 5101

Process: sub assy  
Group/Shift: D/LA  
Date/ Time: Sept 19, 2019/ 8:45  
No. of Offense: 1st  
Superior Name: G. Santos

Audit Findings: No good checker pin

Details:

No good checker pin of wide jig and sub assy process (broken probe pin)

## WRITTEN EXPLANATION

Nagcheck po ako kung ano bago den magimula riguro po slight bend na ang pin nagrit di ko tang bu napunta agad kaya good po ang nilagan ko dun sa check sheet ng probe pin. kaya po kung baidang ala una ng nagcheck ang staff ang nagabend na dahil mabagal na nagrit at diit slightly bend sa bilangin ng na bend nang tumatama sa connector.  
Nagat po every line or from time to time kina checkcheck para di maband ang pin.

## Remarks/ Evaluation:

Any abnormality must report to Superior or Jr. Staff.

Issue penalty

J. Castillo  
Signature of Employee  
Date: 09/24/19

Jr. Staff  
Jr Staff  
Date: 9/24/19

Staff  
Staff  
Date: 9/24/19

Supervisor  
Supervisor  
Date: 9/24/19

Manager  
Manager  
Date: 9/24/19