

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** BOLLOSA, BLISSY JOY

**EMPLOYEE NUMBER:** BF-11005

**DEPARTMENT:** SUZUKI 5120

**DATE:** JUNE 18, 2020

**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.**

**VIOLATION COMMITTED: INCORRECT FILL UP OF CHECKSHEET.** Associate tear dimension drawing but still ok on check sheet, dated March 16, 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 **WRITTEN WARNING** 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:**

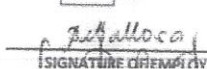
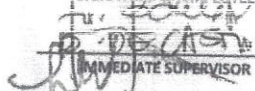
  
Emily L. Osorio

MDHII HR COORDINATOR

**NOTED BY:**

  
Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK:	N/A
SHIFT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE:	
APPROVED BY:	
	KATHERINE O. CABRERA CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

  
BLISSY JOY BOLLOSA

06/23/20

Employee's Signature Over Printed Name/Date

**Received by:**

  
EMILIE L. OSORIO

06-23-2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BOLLOSA, BLISSY JOY

EMPLOYEE NUMBER: BF-11005

DEPARTMENT: SUZUKI 5120

DATE: JUNE 18, 2020

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: INCORRECT FILL UP OF CHECKSHEET.** Associate tear dimension drawing but still ok on check sheet, dated March 16, 2020, which subject you in WRITTEN WARNING.

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:

Emilio L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

← Ako po si Blissy Joy Bollosa ay nagsasalaysay sa dahilang ako po ay na-audit noong March 16, 2020 sa incorrect fill up of check sheet. Naisawalang bahala ko po kasa yung pagkakaintindi ng tear dimension, na may butas ang dimension board, kaya na rin po ang nakubtan ko sa line pagkatapos ng it. Sa susunod po ay manawalan ko ng p mayas ang nakalagay sa check sheet at bababaling mahit. Hindi na po mauulit. Salamat po

NOTE: You may use an extra sheet as needed

Bliss Joy Bollosa 06/23/20

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio 06-23-2020

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 18-2003-1

☐ AGENCY

Please Specify: MDPH

Name: Bellaso, Bliss Joy  
Position: Associate  
ID Number: 01-1005  
Batch No.: 008  
Car Model/Line: Cruze 15120

Process: Dimension  
Group/Shift: DS-A  
Date/ Time: March 10, 2020 / 9:30  
No. of Offense: 1  
Superior Name: K. moragan

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez/ J. Reyes	<u>[Signature]</u> Noted By:
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Non-compliance Reference/Docume  
Control Number:

FAIR - 18-2003-1 - 001

## Details of Audit Findings:

Incorred fill up on checksheet  
near dimension drawing but still ok on checksheet

## WRITTEN EXPLANATION

Ako po si Bliss Joy Bellaso ay na-audit sa katahilanang mali ang fill-up sa checksheet na dimension table. Naisaalang bahala ko po gung buhat na dimension table dahil sa pagkakalikha ko po ay ok pa siyang gamitin at ito na rin po gung nabutan ko sa line mula ng malipat po ako. Basa palipat ng mga araw ay gamitin lang po ulit ang ating gagawin sa checksheet na mali pala ang hindi pag-unawa sa mga nakasulat sa checksheet table.

## 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>Bellaso</u> Employee Date: <u>6/8/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>6/8/2020</u>	<u>[Signature]</u> Staff Date: <u>6-8-2020</u>	<u>[Signature]</u> Supervisor Date: <u>6-9-2020</u>	<u>[Signature]</u> Manager Date: <u>06-11-20</u>
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