

* change date of suspension



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PAGCALIWAGAN, MARIVIC

EMPLOYEE NUMBER: BF-15521

DEPARTMENT: D01L INITIAL B

DATE: December 18, 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 put paper under guide plate to prevent machine error and detect part changed dated last **November 22, 2019**.

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:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

Marivic Pagcaliwagan 01/06/2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>April 15, 2020</u>
DATE RETURNED TO WORK	<u>April 16, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily T. Asario 01-06-2020

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: PAGCALIWAGAN, MARIVIC

EMPLOYEE NUMBER: BF-15521

DEPARTMENT: D01L INITIAL

DATE: December 18, 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 put paper under guide plate to prevent machine error and detect part changed dated last **November 22, 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Akala ko ay isira ang terminal sensor kaya ko po nilagyan ng papel at mali po ang pagkakalagay ko ng terminal sa guide plate.

NOTE: You may use an extra sheet as needed

Manivic / Pagcaliwagan 01/06/2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Asorio 01-06-2020

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FA 19-1911-333

☐ AGENCY

Please Specify: MDH1

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

Name: Merivic Pagalwagan
Position: Associate
ID Number: BF-19921
Batch No.: 2US
Car Model/Line: Daihatsu 2011 Initial

Process: 1740 2016
Group/Shift: DS-B
Date/ Time: Nov. 22, 2019/ 11:25
No. of Offense: 1st
Superior Name: Emmanuel

Audit Findings: Not following SOP

Details: associate put paper under guide plate to prevent machine error and detect part changed.

WRITTEN EXPLANATION

Akala ko po ay sira ang terminal sensor kaya po nilagyan ko ng papel at mali po ang pagkaka lagay ko ng terminal sa guide plate.

Remarks/ Evaluation:

Issue memo GR

JS
Signature of Employee
Date: 19-11-23

E. Manalo
Jr Staff
Date: 11/25

For: E. Manalo
Staff
Date: 11/25/19

ftty.
Supervisor
Date: 11/26/19

JA
Manager
Date: 11/26