

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: COLLADO, MARY ANGELA

EMPLOYEE NUMBER: BF-15090

DEPARTMENT: HONDA 3115

DATE: MARCH 16, 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing bukumi process even no certification badge last February 12, 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:

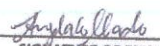
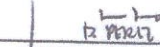


Angie T. Gomba

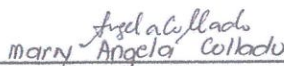
MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo


MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 23, 2020</u>
DATE RETURNED TO WORK	<u>October 24, 2020</u>
SHIFT:	<u>B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
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.	


Mary Angela Collado

Employee's Signature Over Printed Name/Date

Received by:

 08/27/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: COLLADO, MARY ANGELA

EMPLOYEE NUMBER: BF-15090

DEPARTMENT: HONDA 3115

DATE: MARCH 16, 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing bukumi process even no certification badge last **February 12, 2020**, 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:

Na audit ako dahil sa paggamit ko ng Barilugan nun time na yun kaniid dahil tinutulungan ko ang aking partner para magkapapper kami kaya nagbandu narin ako kahit di ako certipiad kaya naman pa kami nawalan ng bupper kasi inayos yun board nagagamit ng partner ko kaya wala kaming mailabax na paglay-out sa kusina po di ko na po kulin yun ginawa. At hindi na ako magbabandu hanggang hindi pa ako na recertipiad na pagbabandu

NOTE: You may use an extra sheet as needed

mary 
Angela Collado

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE



08/27/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDH

Control No: FAIR-H-2002-0562

<u>74</u> <u>M. Alegro</u>	<u>J. Reyes/K. Hernandez</u>	<u>C. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Collado, Mary Angela
 Position: Associate
 ID Number: BF-15090
 Batch No.: 262
 Car Model/Line: Honda / 3115

Process: Bukumi
 Group/Shift: DS 1A
 Date/ Time: Feb. 18, 2020 / 2:25
 No. of Offense: 1st
 Superior Name: R. Vasala

Non-compliance Reference/Document
 Control Number:

HEGA-208-04-14

Details of Audit Findings:

Un-authorized person doing the Process
Doing bukumi process even no certification badge

WRITTEN EXPLANATION

Ako po si Mary Angela Collado na maganda dahil sa gumamit ako ng Bukumi. Kaya po magbandugan sa pagkat hindi ito po agad sinabi ng partner ko na hindi pwede siya magbandugan ang hindi certified kaya naman po magbandu ako dahil ito po kami nun hindi na po ako magbandugan at susundin ko na po ang SOP. Paper kaya tinulungan ko ang aking kapartner at nua time po nua ay nagayayap sa yun board ng partner ko kaya nawalan po kami ng paper sa susund po hindi na po ako magbandugan hanggang hindi pa ako certified at susund na po ako SOP.

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>Angela Collado</u>	<u>Mary Angela Collado</u>	<u>J. Reyes</u>	<u>J. Reyes</u>	<u>16</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02/19/20</u>	Date: <u>02-19-20</u>	Date: <u>2/20/20</u>	Date: <u>2/20/20</u>	Date: <u>3/2/20</u>