

NOTICE TO EXPLAIN

EMPLOYEE NAME: BAGANGAN, MARIVIC

EMPLOYEE NUMBER: BF-11725

DEPARTMENT: SUBARU 7101

DATE: AUGUST 12, 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: Associate not following **SOP**, did not conduct pulling of wire during insertion on lay out process, last **August 01, 2019**, which subject you in **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:

Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nagpupull naman po ako nun kaso po hindi po masyado nagpull kasi delay na po ako noon naganamatahan na po ako sa pag insert. Lagi naman po ako nagpupulling method nangitim lang talaga po na yun kasi delay na delay na po ako. Sa susunod po hindi na mauulit ang aking nagagawa. Pina pangako ko pong hilain ko na maging ang wire pag-nag-insert.

NOTE: You may use an extra sheet as needed

BAGANGAN MARIVIC G.

Employee's Signature Over Printed Name/Date

Received by:

ANGIE G. GIMBA

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BAGANGAN, MARIVIC

EMPLOYEE NUMBER: BF-11725

DEPARTMENT: SUBARU 7101

DATE: AUGUST 12, 2019

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: Associate not following SOP, did not conduct pulling of wire during insertion on lay out process, last August 01, 2019.

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 one 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:

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

one day suspension: Oct. 17, 2019

#28 Oct 18

Noted by:

Immediate Supervisor

Approved by:

Manager

DISCIPLINARY ACTION MEMORANDUM

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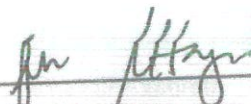
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER


BAGANGAN MARIVIC S.

Employee's Signature Over Printed Name/Date

Received by:


ANGIE R. GOMBA

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-A-1908-737

☒ AGENCY

Please Specify: MOH

<u>Sasama</u> M. Pasama	<u>S. Magadia</u>
Audited By:	Noted By:

Name: Bagangan Marvic
Position: Associate
ID Number: BF-11325
Batch No.: 235
Car Model/Line: Subaru 1101

Process: Layout Process
Group/Shift: NS/A
Date/ Time: August 2, 2019/ 7:00
No. of Offense: 1st offense
Superior Name: J. DeLeon

Audit Findings: Not Compliance on Insert Pull Method

Details: did not conduct pulling of wire after insertion on layout process.

WRITTEN EXPLANATION

Nagmamadali po kasi ako nung time na yun, kasi po delay
na po ako. Pinapangako ko po mag pulling method na po pagkatapos
mag-insert. Hindi na po mauulit.

Remarks/ Evaluation:

1 day suspension

Sasama
Signature of Employee
Date: 08-09-19

J. DeLeon
Staff
Date: 08-09-19

J. DeLeon
Staff
Date: 08-09-19

J. DeLeon
Supervisor
Date: 8-14-19

Magadia
Manager
Date: 8/15