

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAGPANTAY, MARC EMIL

EMPLOYEE NUMBER: BF-15053

DEPARTMENT: SUBARU INITIAL

DATE: DECEMBER 03, 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: NOT FOLLOWING SOP. Associate encountered wrong wire dated **December 01, 2020.**
Machine Downtime: 2:10-6:45= 4.35hrs.

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 2 days 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 On-Site Supervisor


MARC EMIL S. MAGPANTAY | 12/04/20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 11-12, 2020
DATE RETURNED TO WORK	January 13, 2020
SHIFT:	B
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.	

Received by: 

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MAGPANTAY, MARC EMIL

EMPLOYEE NUMBER: BF-15053

DEPARTMENT: SUBARU INITIAL

DATE: DECEMBER 03, 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: NOT FOLLOWING SOP. Associate encountered wrong wire dated December 01, 2020. Machine Downtime: 2:10-6:45= 4.35hrs 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

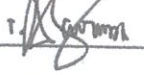
NOTED BY: _____
Michelle A. Fajardo
MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Hindi ko na po tinignan ang kinuha at ginamit kong wire kasi nasa wire rack po siya ng LG/ 0.5 cirrus kaya huwala po ako na 0.5 yun. Yun pala po ay cirrus 0.75 LG. Hindi din po kasi nag-error yung machine kaya hindi ko na po tinignan yung pinalit ka na wire kaya po umabot ng matagal na downtime yung machine, ayaw ko lang po kasi madelay at mag-abutan kasalanan ko din nanaman po kung icarasa ko po sa machine para ma-detect na wrong wire. Sa susunod po na mauubusan ako ng wire o terminal ay dadoblehin po kung tama ang aking gagamitin para po hindi na maulit ulit ang nangyari.

NOTE: You may use an extra sheet as needed


MARC EMIL S. MAGPANTAY
Employee's Signature Over Printed Name/Date

Received by: 
Signature Over Printed Name/Date

WRITTEN EXPLANATION

NAME: Marc Emil S. Magpantay

SECTION: PD5/SUDARU INITIAL

DATE: 12/01/20

Ako po si Marc Emil S. Magpantay na operator ng NS-IV/sama a nagka-wrong wire sa ~~0.5~~ Cirus 0.5 LG ang nagamit ay Cirus 0.75 LG/ ay hindi na nakapag-check dahil baka po mag-abutan ang Final it initial, ako po ay lubas na humihingi ng inyong kapatarawan a nagawakang pagkakamali. Ako po ay nangangako na hindi a po mauulit, pasensya na po kayo dahil hindi din po kasi ag Strip N.G ang machine kaya hindi ko na rin po tinignan ang sinalit kong wire nung naubusan. Tatanggapin ko po ng ualang xbag sa loob ang parusa ko dahil kasalanan ko din naman po. alam po sa pang-unawa.

Machine downtime

2:10 - 6:45 ~ 4.35 hrs

Mmagpantay
MARC EMIL S. MAGPANTAY

Larizza P. Sario

JR.STAFF

Mari Cruz E. Carez

STAFF

L. Arduena

SUPERVISOR

E. Cordoba

ASST. MANAGER

J. G. Adillo

MANAGER