

## NOTICE TO EXPLAIN

EMPLOYEE NAME: VELASCO, DARREN

EMPLOYEE NUMBER: BF-14130

DEPARTMENT: SUBARU GC7 7107

DATE: JULY 27, 2019

### 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:** Associate not following SOP, directly get the parts on parts area, last July 04, 2019, which subject you for **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: for: kb de losa 10-2-19

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

IPAK PAKMAN HIN PO NINYO KAPAGHIT AKO AY LUMABAS SA PATAKILAN SA  
PATAKILANAN NAHA KA HAVANCE PO AKO SA PENA SUB KATAP NAHAPAN BONG TANUNAN ANG  
AMAL GIBUBUNI BONG ANON KATAPUNAN NIKI. KADAKA DW PO KAS BANG JR STAFFAT  
... ..

### RECOMMENDATION

Suspension date Why 2 days? 1 day recommendation only  
Def. 02-04 Oct 98, 2019 for

Noted by: b. Perez alim

Immediate Supervisor

Approved by: [Signature] / 9-20

Manager

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** VELASCO, DARREN

**EMPLOYEE NUMBER:** BF-14130

**DEPARTMENT:** SUBARU GC7 7107

**DATE:** JULY 27, 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**, directly get the parts on parts area, last **July 04, 2019**, which subject you for **1 to 5 Days Suspension.**

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 Two 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:** 

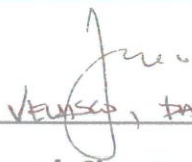
**Emily L. Osorio**

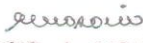
**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** for: kbdelexan 110-2-19

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

  
VELASCO, DARREN B.  
**Employee's Signature Over Printed Name/Date**

**Received by:**   
EMILY L. OSORIO 09-11-19  
**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1907-421

☒ AGENCY

Please Specify: MAXIM

<u>L. de Castro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Velasco Darren  
Position: Associate  
ID Number: BF-14130  
Batch No.: 253  
Car Model/Line: Subaru GT / 7101

Process: Sub- Accy  
Group/Shift: B  
Date/ Time: July 04, 2019 / 01:30 PM  
No. of Offense: 1st Offense  
Superior Name: A. Aquino

Audit Findings: Not Following SOP

Details:

Associate directly get the parts on parts area.

## WRITTEN EXPLANATION

PAAG DUMAMITA PO NINYO ANG PAAG LABAG PO SA PATHEKAW SA  
KIDAPILANAN NAKAKA ADVANCE PO KAMI SA AMING SUB AT MAGANU NAMUNG  
BUFFER KAYA NAISIP KUNG TULAKAN ANG AMING BULOMI. ADALA DIN PO ANG  
AMING JR STAFF KAYA AKO NAKAKA ANG NAKAKANG LAB SUBALIT HINDI  
KO NAKAKA PO KUNAN NA MO AY BAKAL.

1 day suspension

<u>[Signature]</u> Signature of Employee Date: <u>05-07-19</u>	<u>[Signature]</u> Jr Staff Date: <u>05-07-19</u>	<u>[Signature]</u> Staff Date: <u>05-07-19</u>	<u>[Signature]</u> Supervisor Date: <u>05-07-19</u>	<u>[Signature]</u> Manager Date: <u>7/12</u>
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