



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TAMBALQUE, JASMIN

EMPLOYEE NUMBER: BF-15632

DEPARTMENT: SUBARU 7103 (SWAT FINAL)

DATE: OCTOBER 09, 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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate pulling of branch due to encountered short dimension from clamp, last **September 02, 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 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:

Ms. Chady Dosono

MDHII BRANCH MANAGER

JASMIN TAMBALQUE / 10-23-19

Employee's Signature Over Printed Name/Date

Shift A	0908-568-7752 RECOMMENDATION
DATE OF SUSPENSION:	Dec 4-5, 2019
RETURNED TO WORK: TIME:	December 6 DS per request
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERIOR LEA ESCALONA CLIENT'S MANAGER

Received by: ANGIE GOMBA 10/23/19

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: TAMBALQUE, JASMIN

EMPLOYEE NUMBER: BF-15632

DEPARTMENT: SUBARU 7103

DATE: OCTOBER 09, 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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate pulling of branch due to encountered short dimension from clamp, last September 02, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ingapmanhin naga po ang aking nagawa. Napilitan to po along gawin yan kasi po konting lila nalang po good na po yang branch na hinile ko. Alam ko pong mali ang aking nagawa kaya po humingi po ako ng pamanahin. Ngayon po hindi hindi ko na po yan ginagawa at hindi ko na po kailanman gagawin ulit. ~~hindi agree to pang~~ Manaming salamat po.

NOTE: You may use an extra sheet as needed

Jasmin Tambalque / 10-23-19

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 10/23/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1909-1070

☐ AGENCY

Please Specify: MDHII

<u>D. Jember</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Jantolgue, Jamin

Process: Reimention

Position: Applicator

Group/Shift: N/C / A

ID Number: BT-15630

Date/Time: Sept. 2, 2019 9:48

Batch No.: 249

No. of Offense: 1

Car Model/Line: Subaru 1703

Superior Name: J. Joe Leon

Audit Findings: un authorized repair / hidden repair

Details:

pulling of branch due to encountered short dimension from clamp cl. 20200, v to
conn: J50-AB-AT-B

WRITTEN EXPLANATION

Ingpaumankin pa himyo ang nagawa ko pang paghahamali. Alam ko pa ko
mali ang nagawa ko koring tala na lang pa ko din pa branch, good na
pa rin kaysa natukso pa along lalaking. Next time pa tawag na pa ako
ng authorized person para magrepair.

Remarks/Evaluation

Issue Penalty

Jantolgue
Signature of Employee
Date: 9/7/19

Melipa
Jr Staff
Date: 09/07/19

J. B. Laxoso
Staff
Date: 9/7/19

Por. J. Saludo
Supervisor
Date: 9/10/2019

1781AP
Manager
Date: 9/12