



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: URIAN, SHEENA

EMPLOYEE NUMBER: BF-15550

DEPARTMENT: DAIHATSU 2104

DATE: OCTOBER 17, 2019

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.**

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:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 11, 2019
RETURNED TO WORK:	Dec 12, 2019 (DS for re)
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	

SHEENA MARY C URIAN

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRAGO 10/18/19

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: URIAN, SHEENA

EMPLOYEE NUMBER: BF-15550

DEPARTMENT: DAIHATSU 2104

DATE: OCTOBER 17, 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: NOT FOLLOWING SOP did not use COT Jig during attachment of RCOT last **September 28, 2019**, which subject you in **1 to 5 days of 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: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si sheena may urian, humingi po ako ng Paumanhin sa aking nagawang violation nagkaroon lang po na diko maicuat lagi ang Root twing nagcot jig ako at natalbay eana po dina umabot ng suspensyon ang aking nagawang pagkatamali diko na po inulit yong nagawa ko parensya na po.

NOTE: You may use an extra sheet as needed

SHEENA MAY C. URIAN

Employee's Signature Over Printed Name/Date

Received by:
MARY ALONIS PRAGO

Signature Over Printed Name/Date

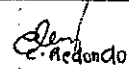

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP 14-1409-1550

☒ AGENCY

Please Specify: MPHII

 E. Redondo	 A. Magadia
Audited By:	Noted By:

Name: Urian, Sheena
Position: Aggregate
ID Number: BF155550
Batch No.: 246
Car Model/Line: Daihatsu 2404

Process: Bukun
Group/Shift: #6/B
Date/ Time: Sept 28, 2019 / 3:00
No. of Offense: 10
Superior Name: A. Latore

Audit Findings: Not following fop

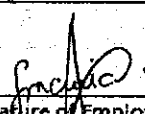
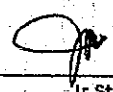
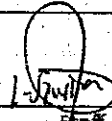
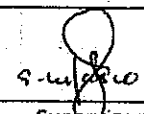
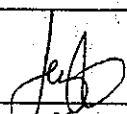
Details: Did not use cot jig during attachment of Root.

WRITTEN EXPLANATION

Ako po si Sheena may Urian na humihingi ng Paumanhin sa aking Nagawang kasalanan at kapasawayan na di gumagamit ng cot jig sa kadahilanang natalbog po kc pagminsan yang aking Root at napakampis po ng aking wife na pinaglalagyan ng ~~Root 5 kawa~~ po naabutan po ako na hindi nagamit ng cot jig. Ako po ay humihingi ng Paumanhin sa aking nagawang pagkakamali. Nangangako po ako na hindi na muling lalabag sa pinagbabawal na patakaran sa furukawa.

Lukas na gumagalang
Sheena May C. URIAN

Issue Penalty

 Signature of Employee Date: <u>10-03-2019</u>	 Jr Staff Date: <u>10/03/19</u>	 Staff Date: <u>10/03/19</u>	 Supervisor Date: <u>10-19-19</u>	 Manager Date: <u>10/14</u>
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