

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MORALES, KAZUO

EMPLOYEE NUMBER: BF-14997

DEPARTMENT: SUBARU 7103 (B)

DATE: November 23, 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.**

VIOLATION COMMITTED: NON-COMPLIANCE ON INSERT-PULL METHOD. Associate Advanced insertion on connector TSN-12F, wire color: W/, P/, last **October 14, 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.

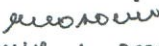
PREPARED BY: 
Mary Alanis Prago
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Michelle Fajardo
MDHII HEAD COORDINATOR


KAZUO A. MORALES

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Jan. 23-24, 2020
DATE RETURNED TO WORK	Jan. 25, 2020
SHIFT:	
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 lunin ito pagbalik after suspension bago mag 8am/pm.	


Received by: Emily L. Asorid 01-04-20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MORALES, KAZUO

EMPLOYEE NUMBER: BF-14997

DEPARTMENT: SUBARU 7103

DATE: November 23, 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: NON-COMPLIANCE ON INSERT-PULL METHOD. Associate Advanced insertion on connector TSN-12F, wire color: W/, P/, last **October 14, 2019**, 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: 

Mary Alanis Prago

MDHII HR COORDINATOR

NOTED BY: _____


Ms. Michelle Fajardo

MDHII HEAD COORDINATOR


EMPLOYEE'S EXPLANATION:

- KAYA PO AKO NAKAPAG ADVANCE KASI PO AY NAGHANABOL
PO AKO PARA SA BUFFER MAGKATAON NAMAN PO
MA WALA AKONG KATUKANG KAYA KO PO MAGAWA YUNG
BAGAY NA YUN ALAM KO NAMAN PONG ATUAL YUN
KAYA KO LANG NAGAWA YUN PARA MAPABILIS AKO SA
BINAGAWA KO. SA SUSUNOD PO DI KO MA PO GAGAWIN.

NOTE: You may use an extra sheet as needed


KAZUO A. MORALES

Employee's Signature Over Printed Name/Date


Received by: EMILIO L. ASORIDO 11-04-20

Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1910-1761

☒ AGENCY

Please Specify: MDH11

<u>J. Vintora</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Morales, Kazuo
 Position: Associate
 ID Number: BF-14997
 Batch No.: 216
 Car Model/Line: Subaru GC7 / 7103

Process: Sub Assy. Process
 Group/Shift: NS/B
 Date/ Time: Oct. 11, 2019 / 09:05
 No. of Offense: 1st offense
 Superior Name: E. Olaso

Audit Findings: Non-compliance on Insert - Pull method
 Details: Advanced Insertion on connector TSN-12F, wire color: W/P

WRITTEN EXPLANATION

KAYO PO AKO MAG ADVANCED INSERT KALI PO MAGHAWANON PO AKO
 NA PARA SA BUFFER KASE PO WANA NG MALAYDUT KAYO PO
 AKO MAG ADVANCED INSERT SA CONNECTOR NA TSN-12F AT
 ANG NA ADVANCED KO PO NA WIRE AY W/P AT P/
 SAKUSUNOD PO ANDI KU MAPO GAGAWIN ANG PAG ADVANCED
 PARA DI NA MAG MA AUDIT AT MAGAPAPATULON NA LANG
 ANG PARA MAG KA BUFFER AT BIBIGISAN ANG KILOS
 PARA MAG KA BUFFER

Remarks/ Evaluation:

Written suspension based on memo 15 days

Signature of Employee Date: _____	<u>E. Olaso</u> Jr Staff Date: <u>11/08/19</u>	<u>R. Ros</u> Staff Date: _____	<u>G. Magadia</u> Supervisor Date: <u>11/11/19</u>	<u>J. Vintora</u> Manager Date: <u>11/15</u>
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