

## NOTICE TO EXPLAIN

EMPLOYEE NAME: OBILLO, ROXCEL

EMPLOYEE NUMBER: BF-15637

DEPARTMENT: SUBARU 7105

DATE: AUGUST 12, 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:** Not following **SOP**, inconsistently performed point to point system and comparing to master sample, last **August 06, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Ako po si Roxcel Obillo ay na-audit ng iAlert sa kadahilanang hindi po ako nasunod sa SOP. Hindi po ako nakapagpoint to point at nakapagcompare master sample dahil hindi medyo nakakadunungin po at nakakadunungin po.

### RECOMMENDATION

Suspension date

Sept. 15 - 16, 2019

Noted by: [Signature]

Immediate Supervisor

Approved by: [Signature]

Manager

Date

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** OBILLO, ROXCEL

**EMPLOYEE NUMBER:** BF-15637

**DEPARTMENT:** SUBARU 7105

**DATE:** AUGUST 12, 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:** Not following **SOP**, inconsistently performed point to point system and comparing to master sample, last **August 06, 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 \_\_\_\_\_ 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**

  
Roxcel Obillo / 08-16-19

**Employee's Signature Over Printed Name/Date**

  
Received by: Emily L. Osorio 8/16/19

**Signature Over Printed Name/Date**



# i\_Alert Audit Report

Picture

Action Taken

Car Model / Line No.	Subaru/7105
Date / Time	August 6, 2019/6:05 pm
Name / ID No.	Obilio, Roxcel <b>1015614</b>
Shift / Group	DS/B
Batch No.	263
Process	Appearance
FAS or Agency: specify	MDHII
Person Informmed	N. Arellano
Audited by:	M. Casama
	Details

**Not following SOP**  
Inconsistently performed point to point system and comparing to master sample.

