

NOTICE TO EXPLAIN

EMPLOYEE NAME: MAGSINO, ROMELYN

EMPLOYEE NUMBER: BF-11127

DEPARTMENT: SUZUKI 5123

DATE: AUGUST 12, 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: Associate not following SOP, doing sub assy process during breaktime, last **July 05, 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:


naka pag aduacne process po ako during breaktime dahil
ihina sub alam ko kung po na

RECOMMENDATION

Suspension date

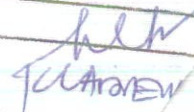
Sept. 12, 2019

Noted by:



Immediate Supervisor

Approved by:



Manager

Employee's Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAGSINO, ROMELYN

EMPLOYEE NUMBER: BF-11127

DEPARTMENT: SUZUKI 5123

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: Associate not following insert pull-method, advance insertion on connector YLE-TP-5F-GR-Vi/, L/, last August 07, 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 one 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: 


Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

 ROMELYN A. MAGSINO 08-18-19

Employee's Signature Over Printed Name/Date

Received by:  Vice Hernandez 08-15-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1007-1128

☒ AGENCY

Please Specify: Maxim

<u>L. Brilano</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Magadia, Romelyn
 Position: Associate
 ID Number: BF-11127
 Batch No.: 229
 Car Model/Line: Suzuki / 5123

Process: SUB- Assy Process
 Group/Shift: 05 / B
 Date/ Time: 07-05-19 / 1:20PM
 No. of Offense: 1st offense
 Superior Name: B. De Castro

Audit Findings: Not Following SOP

Details: Doing sub-assy process during Breaktime.

WRITTEN EXPLANATION

ako po si romelyn d. magadia na 5123 paransya ko po
 nang nakapag advance process ako alam ko naman po
 na mali yan kaya lang po eh naita ko lang po na utalang
 buffer ang sub sa kaya po nakapag advance dep
 buchi ko na po ulitin yan mag madam utalang
 po lalong utalang buffer.

Tnx po
 buchi na po ako mag sa sub during breaktime dahil alam
 ko po na lagi narung ang I Alert.

at alam ko din po ang magiging parusa ko kaya na ulit
 ulit ako kaya buchi na po ako mag sa sub dahil alam
 ko po naman na mali talaga yan.

/save Penalty.

 Signature of Employee Date: <u>07-06-19</u>	 Jr Staff Date: <u>7/5/19</u>	 Staff Date: <u>7/16/19</u>	 Supervisor Date: <u>7/18/19</u>	 Manager Date: <u>7/20/19</u>
--	-------------------------------------	-----------------------------------	--	-------------------------------------