



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SAMANIEGO, JAMIE JAM

EMPLOYEE NUMBER: BF-15704

DEPARTMENT: DAIHATSU D01L INITIAL

DATE: November 23, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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: NOT FOLLOWING SOP.** Associate did not measure C/H and I/H value of first output during process, last **October 29, 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 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: MP.  
**Mary Alanis Prago**  
**MDHII HR COORDINATOR**

NOTED BY: Ms. Michelle Fajardo  
**Ms. Michelle Fajardo**  
**MDHII HEAD COORDINATOR**

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 29, 2020</u>
DATE RETURNED TO WORK:	<u>July 30, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension det kunin ito pagbalik after suspension bago mag Sam/pm.	

Jamie Jam Samaniego / JAMIE JAM SAMANIEGO / 01-05-20

Received by: [Signature] / [Signature] / 01-05-20

Employee's Signature Over Printed Name/Date

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: SAMANIEGO, JAMIE JAM

EMPLOYEE NUMBER: BF-15704

DEPARTMENT: DAIHATSU D01L INITIAL

DATE: November 23, 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.

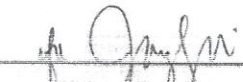
**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate did not measure C/H and I/H value of first output during process, last October 29, 2019, which subject you to 1 to 5 days suspension.

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:

Pasensya na po sa hindi ko agad nailagay ang measure  
ng CH at I/H value sa beginning ng aling output sa sobrang  
busy po at nagmamadali ay hindi ko napanain na hindi ko agad  
na input ang sulat. nagkataon po na hindi ko agad napanain  
pero dati po ay lagi naman aling naglalagay ng measure.  
Pasensya na po.

NOTE: You may use an extra sheet as needed

  
JAMIE JAM O. SAMANIEGO / 01-25-20

Employee's Signature Over Printed Name/Date

  
Received by: EMILY L. DORIO 01-06-2020

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7911-11-1910-2092

☒ AGENCY

Please Specify: NOI

<u>J. Abanador</u> Audited By:	<u>S. Magadia</u> Noted By:
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Name: James Jam Samaniego

Process: Manual Crimping

Position: asst. aide

Group/Shift: DS/B

ID Number: BF-15704

Date/Time: Oct. 29, 2019 / 8:41

Batch No.: 268

No. of Offense: 1st

Car Model/Line: Daimatsu 301L Initial

Superior Name: J. Alayde

Audit Findings: Not following SOP

Details:

Did not measure C/H and I/H value at first output during process

## WRITTEN EXPLANATION

Pasensya na po sa hindi ko agad nailagay ang measure ng C/H and I/H value sa beginning po nang aking output, sa sobrang busy po at nagmamadali ay hindi ko na po napansin na hindi ko nangput agad ang sukat, nagkataba po na hindi ko agad napansin pero dati ay lagi naman po akong nagsusukat ng beginning ng output. Pasensya na po, sama po ay mauunawaan nyo.

## Remarks/ Evaluation:

for issuance of D.A.

James Jam Samaniego  
Signature of Employee:  
Date: 11-06-2019

James Jam Samaniego  
Jr Staff  
Date: 11-06-2019

James Jam Samaniego  
Staff  
Date: 11-06-2019

James Jam Samaniego  
Supervisor  
Date: 11/6/19

James Jam Samaniego  
Manager  
Date: 11/6/19