

NOTICE TO EXPLAIN

EMPLOYEE NAME: CALAPE, LYCA MAE

EMPLOYEE NUMBER: BF-10240

DEPARTMENT: MAZDA 1118

DATE: SEPTEMBER 13, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 COMMITED: Not following SOP. Associate inspecting 2 harness at a time on ECT process, last July 02, 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.

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Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

kaya po ako na audit noon ay gawa po ng Flow namin sa line
ha hindi standard sa isang board po kasi ay kailangan 1 hameus lang
cung nangyayani po hagung dalama gawa ng pagkaout ng tagantrer to saka 160
pa po riccensor. Ang ganto pong sase ay di to ha unlitin at susumod
ha po ako sa kung ano ang sop.

NOTE: You may use an extra sheet as needed

LYCA MAY S. CALAPE 10-10-19

Received by:

NGIE STEOMBI

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CALAPE, LYCA MAE

EMPLOYEE NUMBER: BF-10240

DEPARTMENT: MAZDA 1118

DATE: SEPTEMBER 13, 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 COMMITED: Not following SOP. Associate inspecting 2 harness at a time on ECT process, last July 02, 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 <u>for day SNS Pensus</u> 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:

moremo

Emily L. Osorio

MDHILEMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

RECOMMENDATION

moved to	64. 191	2019		
Re: October 21, 2	Pid			
oted by: \$20° b-	10	Approved by:	Junga	lohy.

Immediate Supervisor

Manager

I ALERT WRITTEN EXPLANATION

Position: Associate Group/Shift: Ns / A D Number: BF-10240 Date/Time: 07-02-10 /5;30Pm Batch No.: 214 No. of Offense: 1st Offense Car Model/Line: Mazda / 1114 Superior Name: M. Lucido Audit Findings: Not Following SDP		IALENI	WKILLEN EXPLAI	NATION	
AGENCY Please Specify: Maxim Name: Callapt. Lyca May Process: Osition: Dissociate Disso	FAS			Control No:	FALP-14-1904 - 395
Name: Callage. Lyca May Process: Ect Process Position: Associate Group/shift: Ns. / A D Number: BF-10240 Date/Time: Og-02-14 /5-30Pm Batch No.: 214 No. of Offense: Lst Octanse Batch No.: 114 No. of Offense: Lst Octanse Batch No.: 118 Superior Name: m. Lucido Audit Findings: Not Following SOP Details: Inspecting 2 harness at a time on got process WRITTEN EXPLANATION Raya po natiquayan and partners as the beard any young magagating a lateral and harness as an Inspection para at the partners and harness as an Inspection para at the partners and harness and harness and harness and harness and harness are allowed and harness and harness and harness are allowed and harness		ecity: Maxim	and	fav ovo L.Areilano	(60)
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Ansalye

Signature of Employee Date: 1/23/19

Jr Staff Date: 7/23/19 Staff
Date: 7/18/19

G. Comin Supervisor

Supervisor Date: 07/28/19 Mehager Date: 72p