

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: ABRIQUE, ELOISA**

**EMPLOYEE NUMBER: BF-15172**

**DEPARTMENT: SUBARU 7103**

**DATE: OCTOBER 17, 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.**

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:**




  
**Angie T. Gomba**

**MDHII HR COORDINATOR**

**NOTED BY:**

  
**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

| RECOMMENDATION   |   |
|--|---|
| DATE OF SUSPENSION:  | <u>Dec 17, 2019</u>   |
| DATE RETURNED TO WORK  | <u>Dec. 18, 2019</u>  |
| SHIFT:   | <u>DSX</u>  |
| NEED FOR REFRESHER:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <br>SIGNATURE OF EMPLOYEE             |   |
| <br>APPROVED BY: IMMEDIATE SUPERVISOR |   |
| <br>CLIENT'S MANAGER                  |   |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.       |   |

  
ELOISA

P. ABRIQUE

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

**Received by:**

  
MARY JANIS PRADO 11-20-19

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: ABRIQUE, ELOISA**

**EMPLOYEE NUMBER: BF-15172**

**DEPARTMENT: SUBARU 7103**


**DATE: OCTOBER 17, 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** did not use provided jig during taping process last **September 28, 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:**   
**Angie T. Gomba**  
**MDHII HR COORDINATOR**

**NOTED BY:** \_\_\_\_\_  
**Ms. Chady Dosono**  
**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

\_\_\_\_\_ DAGAWA TO PDNG MAG AIRWORK KAGE DO SA KADATHILANANG \_\_\_\_\_  
\_\_\_\_\_ DO KALI AY DELAY NA KAYA DO SIAG ADVANCE AED GAMIT \_\_\_\_\_  
\_\_\_\_\_ MUG AIRWORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: You may use an extra sheet as needed**

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

**Received by:** MARY ALANIS PRADO 11-20-19  
\_\_\_\_\_  
**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FAIP-1A-1909-054

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AGENCY

Please Specify: MD-HH

|                   |                   |
|-------------------|-------------------|
| <u>C. Redondo</u> | <u>E. Magadia</u> |
| Audited By:       | Noted By:         |

Name: Abrique, Eloisa  
 Position: associate  
 ID Number: BF15172  
 Batch No.: 263  
 Car Model/Line: Sutera 1100

Process: Bukumi  
 Group/Shift: OS10  
 Date/ Time: Sept 28, 2019 4:42  
 No. of Offense: 14  
 Superior Name: J. Masarayan

Audit Findings: Not following SOP

Details:

Did not use provided jig during taping process (doing air working)

## WRITTEN EXPLANATION

Ako po si Eloisa Abrique na na audit sa kadalindang ako po ay  
nag o air work nagawa ko hangang na yan sapagkat kame po  
ay delay na alam ko pang mah ang mag airwork o hindi  
gumamit ng jig.

## Remarks/ Evaluation:

1 day suspension

|  |  |  |   |   |
|--|--|--|---|---|
| <u>[Signature]</u><br>Signature of Employee<br>Date: <u>10-01-19</u> | <u>J. Masarayan</u><br>Jr Staff<br>Date: <u>10-05-19</u> | <u>[Signature]</u><br>Staff<br>Date: <u>10-05-19</u> | <u>[Signature]</u><br>Supervisor<br>Date: <u>10-07-19</u> | <u>[Signature]</u><br>Manager<br>Date: <u>10/10</u> |
|--|--|--|---|---|