

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CUEVAS, JOVER

EMPLOYEE NUMBER: BF-13445

DEPARTMENT: SUZUKI INITIAL

DATE: JANUARY 10, 2020

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 8.7; 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 input of wire length data on CCIS even there is no actual wire to measure, last **November 21, 2019.**

As 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  
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	Feb - 10, 2020
DATE RETURNED TO WORK	Feb - 11, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Signature of Employee</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	
<u>Signature of Immediate Supervisor</u> IMMEDIATE SUPERVISOR	
<u>Signature of Client's Manager</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JOVER C. CUEVAS Jan. 10, 2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-10-2020

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: CUEVAS, JOVER

EMPLOYEE NUMBER: BF-13445

DEPARTMENT: SUZUKI INITIAL

DATE: JANUARY 10, 2020

### 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 input of wire length data on CCIS even there is no actual wire to measure, last **November 21, 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: Emilio L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Na audit po ako naging ita-21 ng november ng 1-Alert sa kadahilanan ng hindi pagsunod sa SOP ako po ay naglagay agad ng wire length ng work pang actual wire - ako pay humihingi ng pagsensya sa ating nagawa pinalangako ko pong hindi na ako ulit.

NOTE: You may use an extra sheet as needed

JOVER PO CUEVAS Jan 10, 2020

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio 01-10-2020

Signature Over Printed Name/Date





# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3325

☒ AGENCY

Please Specify: MDH II

 P. K. BENIERE	 G. Magadia
Audited By:	Noted By:

Name: Cuevas, Jover  
Position: Associate  
ID Number: 19-04733 / BF-12445  
Batch No.: 251  
Car Model/Line: SUZUKI / Initial

Process: C & C PD 202  
Group/Shift: DS18  
Date/ Time: November 21, 2019 / 11:18  
No. of Offense: 1st Offense  
Superior Name: R. Andres

Audit Findings: NOT FOLLOWING SUP


Details:


ADVANCE INPUT OF WIRE LENGTH DATA ON CCK EVEN THERE IS NO ACTUAL WIRE TO MEASURE


## WRITTEN EXPLANATION

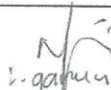
Ako po si Jover Cuevas ay na audit naang ika-21 ng November sa kadahilanan, ako ay nag early input ng wire length. Antagal po kasi lumabas ng konba sa printer. Ako po ay nangangakong hindi na wulit sana po ay mawawalan ng, moraming salamat po.

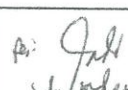
## Remarks/ Evaluation:

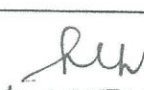
Issue penalty based from FALP Handbook.  


  
Signature of Employee  
Date: 19/11/23

  
Jr Staff  
Date: 11/12/19

  
Staff  
Date: 11-23-19

  
Supervisor  
Date: 11-23-19

  
Manager  
Date: 12/9/19



