

NOTICE TO EXPLAIN

EMPLOYEE NAME: RODRIGUEZ, JONATHAN

EMPLOYEE NUMBER: BF-14503

DEPARTMENT: SUBARU 7103

DATE: AUGUST 12, 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 COMMITTED: Associate not following **SOP**, directly get parts on parts distributor, last **August 07, 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:

Dahil ako Lang po uny parts distributor hindi maliwasan na madelay. Sa pagmamadali ng assy siya na mismo yung kumuhang paggamitin niya na hindi ko alam. Hindi ko naman po alam na bawal. Hindi na po maaulit yun. Sasusunod na manakip dito. Karamad ko

RECOMMENDATION

Suspension date

September 10, 2019

ed by: 

Immediate Supervisor

Approved by: 

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RODRIGUEZ, JONATHAN

EMPLOYEE NUMBER: BF-14503

DEPARTMENT: SUBARU 7103

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 **SOP**, directly get parts on parts distributor, last **August 07, 2019**, which subject you in **1 to 5 Days Suspension.**

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 _____ 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 EMPLOYEE RELATION OFFICER

NOTED BY: for: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

JONATHAN C. RODRIGUEZ

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 8-16-19

Signature Over Printed Name/Date

I_Alert Audit Report

Car Model / Line No.	Subaru/7103		Action Taken
Date / Time	August 7, 2019/6:30		
Name / ID No.	Carandang, Wendy/PK29180 Rodriguez, Jonathan/BF14503		
Shift / Group	DS/B		
Batch No.	248 & 257		
Process	Assembly Process		
FAS or Agency: specify	PKIMT & MDHII		
Person Informd	J Macasaayan		
Audited by:	L. Cabataña		
	Details		
Not following SOP when encountered lacking parts Associate directly get parts on parts distributor		06/08/2019 06/08/2019	