

NOTICE TO EXPLAIN

EMPLOYEE NAME: BODOY, ARMIE

EMPLOYEE NUMBER: BF-16044

DEPARTMENT: SUBARU 7109

DATE: AUGUST 12, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST 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 insert pull-method, pulling of sub assy base jig instead of pulling wire, 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:

kasi po tumalak po ang connector na jig, tinatapos lang po
sara namin ang itatag bukas. para mag patubag E.G. tinulak po
po yung Jig, kasi nagmamadali na rin po kasi ako kasi po
deby na po kasi.
Palamahin po sa ating nagmamadali
violation hindi ko na po ulitin.

NOTE: You may use an extra sheet as needed

Armie Boday
Boday, Armie C.

Received by: ANGIE GONZA

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BODOY, ARMIE

EMPLOYEE NUMBER: BF-16044

DEPARTMENT: SUBARU 7109

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.**

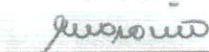
VIOLATION COMMITTED: : Associate not following insert pull-method, pulling of sub assy base jig instead of pulling wire, last **August 07, 2019.**

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 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.

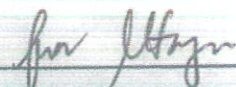
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

one day suspension - Oct. 17, 2019

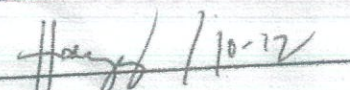
7109A

Noted by:



Immediate Supervisor

Approved by:

 10-12

Manager

Alert Audit Report

Car Model / Line No.	Subaru GC7 Line 7109
Date / Time	August 7 2019/9:50pm
Name / ID No.	Bodoy, Arnie/BF-16044
Shift / Group	NS-A
Batch No.	271
Process	Sub-Assembly
FAS or Agency: specify	MDHII
Person Informed	M. Brasula
Audited by:	L. De Castro
Details	

Not following INSERT-PULL method
Pulling of sub-assy base jig instead of pulling of wire.

Action Taken

