

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: BACAY, ROSELYN**

**EMPLOYEE NUMBER: BF-15258**

**DEPARTMENT: HONDA INITIAL**

**DATE: JANUARY 22, 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 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 advance input of C/H and I/H value for ending data, last Nov.4, 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

**Emily L. Osorio**

**MDHII HR COORDINATOR**

**NOTED BY:** Ms. Chady Dosono

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

RECOMMENDATION	
DATE OF SUSPENSION:	Feb - 17, 2020
DATE RETURNED TO WORK	Feb - 18, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>Jan</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

BACAY ROSELYN P. 01/22/20

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

**Received by:** Emily L. Osorio 01-22-2020

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BACAY, ROSELYN

EMPLOYEE NUMBER: BF-15258

DEPARTMENT: HONDA INITIAL

DATE: JANUARY 22, 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 advance input of C/H and I/H value for ending data, last Nov.4, 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

Emily L. Osorio

MDHII HR COORDINATOR

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

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

UNA PO NAKAPAGCRIMP NA PO AKO NG ISANG KANBAN NG SUMUNOD PO  
NAGBARCODE PO AKO PAGKACRIMP KO PO NG ISANG PIRASONG WIRE SINUKAT KO PO  
AY ACCIDENTE KO PO NAPINDOT YUNG C/H MICROMETER KAYA PO NAG KAMERON PO NG SUKAT  
YUNG PANGALAWA HINDI KO MUNA PO SINUSPEND YUN NASA SCREEN NUNG NAGKAMALI AKO  
TAPOS NUNG NAGSUKAT PO AKO PARA SA I/H MAY BIBLA PO NAGALIKOD NA NAGSAUTK  
KAYA PO NAINPUT KO PO ULIT YUNG SUKAT PERO PO PAG KATAPOS PO NUN DINELETE  
KO NAPO SA KA PO BINARCODE ULIT AT SAGSUNOD PO HINDI KO NARORUN ULITIN.

NOTE: You may use an extra sheet as needed

BACAY ROSELYN P. 01/22/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-22-2020

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP - (A - 19) - 2091

☒ AGENCY

Please Specify: MDHII

<u>J. Abanador</u> J. Abanador	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Bacay, Roselyn  
Position: Associate  
ID Number: 8715258  
Batch No.: 263  
Car Model/Line: Honda Initial

Process: Manual crimping  
Group/Shift: NS18  
Date/ Time: Nov. 4, 2019 / 10:20  
No. of Offense: 1st  
Superior Name: R. Cambal

Audit Findings: Not following SOP

Details:

Advance input of C/H and I/H value for ending data

## WRITTEN EXPLANATION

UNA PO NAGCRIMP AKO NG ISA NG WIRE TAPOS SINUKAT KO ANG C/H VALUE  
AY AKSIDENTE KO PO NAGPINDOT ANG PINDITAN AT HINDI KO MUNA PO  
DIDELETE O SUSPEND, SINUKAT KO MUNA PO YUNG I/H VALUE, TAPOS NASALIKOD  
KO PO PALA YUNG NAG AUDIT AT NAGTANONG KAYA PO NAGULAT AKO.  
AT AKSIDENTE KO NA INPUT YUNG END NG I/H VALUE.

## Remarks/ Evaluation:

Issue Penalty based from Handbook.

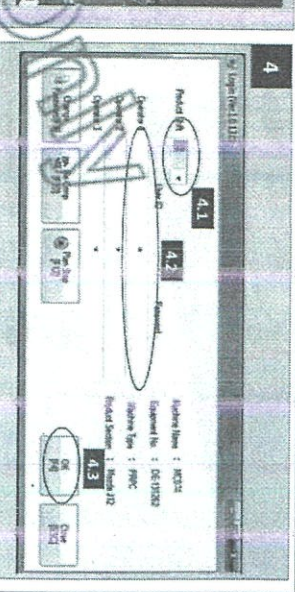
Excuse only!

<u>Bacay Roselyn P.</u> Signature of Employee Date: <u>11/12/19</u>	<u>R. Cambal</u> Jr Staff Date: <u>11/12/19</u>	<u>K. Melendez</u> Staff Date: <u>11/13/19</u>	<u>R. Penino</u> Supervisor Date: <u>11/21/19</u>	<u>[Signature]</u> Manager Date: <u>11/22/19</u>
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D. CURRENT TYPE:	WORK INSTRUCTION	FIG. NO. 1	OF 3
C. ELEMENT NO.:	REVISION NO.:	EFFECTIVITY DATE:	
FALD-WF-ENG-MC-009	12	Aug-14-2019	

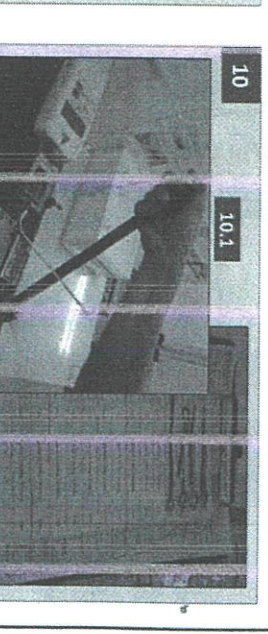
Figure 1 consists of four screenshots from a video recording, labeled 1 through 4. Screenshot 1 shows a close-up of the printer's nozzle extruding a white material. Screenshot 2 shows the printer's nozzle extruding a white material. Screenshot 3 shows the printer's nozzle extruding a white material. Screenshot 4 shows the printer's nozzle extruding a white material.



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- avoid rust.  
Special Characteristic: ★ - Crimping status

EF-F:04/09/18