

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ANDAYA, DANIELLE

EMPLOYEE NUMBER: BF-13225

DEPARTMENT: Mazda 1114 B
line ?

DATE: November 8, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST 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 conduct multiple picking of wire during sub-assy process dated last **September 19, 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 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: 

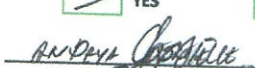

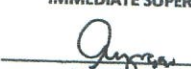
Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: 

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	January 28, 2020
DATE RETURNED TO WORK	Jan. 29, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	



Employee's Signature Over Printed Name/Date

Received by: 

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ANDAYA, DANIELLE

EMPLOYEE NUMBER: BF-13225

DEPARTMENT: SUBARU GC7

DATE: November 8, 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: NOT FOLLOWING SOP. Associate conduct multiple picking of wire during sub-assy process dated last **September 19, 2019** which subject you to **1 to 6 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: _____


Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

AKO po si Danielle Andaya Binigyan ako ng
written explanation dahil sa pagawa kung kasalanan
sa paglabay ng alituntunin ng ating companya.
Kaya ko lang po nagawa un dahil last insertion
na po un dahil nagmamali po ako na habulin ang
bagong set na gagawin ko kaya ko sasunod gagawin
ko na po ang tapat at sunod sa alituntunin ng companya.

NOTE: You may use an extra sheet as needed


ANDAYA DANIELLE H.

Employee's Signature Over Printed Name/Date

Received by: 
MARY ANNE ORDO

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1353

☒ AGENCY

Please Specify: MDH11

<u>gnaw</u> <u>L. Arlano</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Andaya, Danielle
Position: Associate
ID Number: BF-13225
Batch No.: 250
Car Model/Line: mazda/1114

Process: Sub-assy Process
Group/Shift: NS 1B
Date/ Time: 09-19-19 / 11:40PM
No. of Offense: 1st offense
Superior Name: M. Cortiguerra

Audit Findings: NOT FOLLOWING SDP

Details: conduct multiple picking of wire during Sub-assy process.

WRITTEN EXPLANATION

ako po si Danielle Andaya Binigyan ako na written
lathala sa nagawa kung kasalanan na may ko po
sinasagay. Kaya ko lang po nagawa ung bagay
na un lathala sa last insertion na po un. at binabot
ko po ung bagay na may na wire sa ating sub
po. sa susunod po gagawin ko na po ung tungkolin
ko na tana. at supordin ko na rin po ang bawat
alintuntunan na ating companya at para mabuti
na rin sa ating sarili.

Remarks/ Evaluation:

Issue Penalty

<u>D. Andaya</u> Signature of Employee Date: <u>10-12-19</u>	<u>J. BATHAN</u> Jr Staff Date: <u>10-12-19</u>	<u>M. Cortiguerra</u> Staff Date: <u>10-12-19</u>	<u>S. Magadia</u> Supervisor Date: <u>10-12-19</u>	<u>Junia</u> Manager Date: <u>10/19</u>
--	---	---	--	---