

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MARALIT, JIM PAUL

EMPLOYEE NUMBER: BF-1682

DEPARTMENT: DAIHATSU 2116<sup>S</sup>

DATE: OCTOBER 17, 2019

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.**

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.

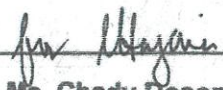
In view of this, you are hereby given a one day suspension for the said violation of our Employee Code of Conduct.



You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

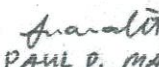
PREPARED BY:

  
Angie T. Gomba  
MDHII HR COORDINATOR


NOTED BY:

  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	January 23, 2020
DATE RETURNED TO WORK	January 23, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE 	
APPROVED BY:	
09499738522	IMMEDIATE SUPERVISOR
	CLIENTS MANAGER
Reminder: Iwanan ang ID sa Coordiator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

  
JIM PAUL P. MARALIT

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 11/04/19

Signature Over Printed Name/Date





MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MARALIT, JIM PAUL

EMPLOYEE NUMBER: BF-1682

DEPARTMENT: DAIHATSU 2116

DATE: OCTOBER 17, 2019


### 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.**

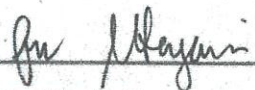
**VIOLATION COMMITTED: UN-AUTHORIZED HIDDEN REPAIR.** Used clamp tail to remove excess tape on shiage process last September 2, 2019, which subject you in 1 to 5 days of suspension

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:

  
Angle T. Gomba  
MDHII HR COORDINATOR

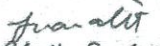
NOTED BY:

  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Ako si Jim Paul P. Maralit ay nakita ng J- Alert kasama ang aking ka-partner na nagbabawas ng tape gamit ang clamp tail dahil lampas sa PR-BB ang tape din po namin natawag ang Jr. Staff dahil madami po sila ginagawa.

NOTE: You may use an extra sheet as needed

  
JIM PAUL P. MARALIT

Employee's Signature Over Printed Name/Date

Received by:  ANGLE T. GOMBA 11/04/19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAV-IP-1409-1609

☒ AGENCY

Please Specify: MDHII

<u>C. REONDO</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: MARALIT, JIM PAUL  
 Position: ASSOCIATE  
 ID Number: BF13682  
 Batch No.: MDHII  
 Car Model/Line: DAIHATSU DAIL/216

Process: SHIAGE  
 Group/Shift: N/A  
 Date/ Time: 09/02/11 / 6:30  
 No. of Offense: 1ST OFFENSE  
 Superior Name: R. B. M. S. C.

Audit Findings: UN-AUTHORIZED IMPOEN REPAIR

Details:

USED CLAMP TAIL TO REMOVE EXCESS TAPE ON SHIAGE PROCESS

## WRITTEN EXPLANATION

Ako si Jim Paul P. Maralit ay nakita ng I-Alert kasama ang aking kapartner na nagbabawas ng tape gamit ang clamp tail dahil kumpas sa PR-BB ang tape di na po namin natawag ang Jr. staff dahil madami po sila ginagawa.

## Remarks/ Evaluation:

Issue memo. must stop-call-wait if encountered abnormality or defect GB

<u>Maralit</u> Signature of Employee Date: <u>10-07-19</u>	<u>Jr. Staff</u> Jr Staff Date: <u>10-07-19</u>	<u>J. Virgas</u> Staff Date: <u>10-07-19</u>	<u>M</u> Supervisor Date: <u>10/7/19</u>	<u>Manager</u> Manager Date: <u>10/7/19</u>
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