

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** VILLANUEVA, MELVERLYN

**EMPLOYEE NUMBER:** BF-12188

**DEPARTMENT:** SUZUKI YD1 5116

**DATE:** FEBRUARY 17, 2020

**SUBJECT:** OFFENSES AGAINST PRODUCTIVITY (2nd 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 did not apply pen making on passed tape last January 17, 2020.

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 6 days 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.

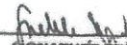

**PREPARED BY:**


  
**Angie T. Gomba**  
**MDHII HR COORDINATOR**

**NOTED BY:**

**Michelle A. Fajardo**  
**MDHII HEAD COORDINATOR**

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

RECOMMENDATION	
DATE OF SUSPENSION:	Aug. 6-12, 2020
DATE RETURNED TO WORK	Aug 13, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	<b>KATHERINE O. CABRERA</b>
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

**Received by:**  02/24/2020

**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: VILLANUEVA, MELVERLYN

EMPLOYEE NUMBER: BF-12188

DEPARTMENT: SUZUKI YD1 5116

DATE: FEBRUARY 17, 2020

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: NOT FOLLOWING SOP.** Associate did not apply pen making on passed tape last January 17, 2020, which subject you to 6 to 10 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:

Naniniwan po ako ng laki na hindi po ako magpepen mark gawa po ng makakalimutan ko po na maglagay ng pen mark. Sa susunod po ay maglalagay na po ako ng pen mark sa pass tape para po hindi na ako mabuli.

NOTE: You may use an extra sheet as needed

Melverlyn Villanueva

Employee's Signature Over Printed Name/Date

Received by: \_\_\_\_\_

ANGIE

GOMBA 02/17/20

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS  
☒ AGENCY  
 Please Specify: NDTH

Control No: FALP-1A-2001-0092

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Noted By:
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Name: Vilanne La Melvenon  
 Position: Asst. Mgr.  
 ID Number: BF-12169  
 Batch No.: 239  
 Car Model/Line: Suzuki YD1 / 516

Process: Dimension  
 Group/Shift: DL-A  
 Date/Time: 01-17-20 / 1:25pm  
 No. of Offense: 1st  
 Superior Name: J. Consulta

Final Assembly Assurance/  
 Appearance Inspection Process  
FALP-WI-OCA-15005

## Details of Audit Findings: Not Following SOP

2. Del. not apply per marking on passed tape

## WRITTEN EXPLANATION

Hindi po ako nagpapa mark sa passed tape kasi po nakaka limitan ko pong maglagay sa sukdang po ay maglagay na po ako ng pen mark sa passed tape. Sa sukdang po ay sukdang na po ako sa SOP ng ating process.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☒ Agency/FALP Written Explanation Only (based from handbook)  
☐ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u> Signature of Employee Date: <u>01-19-2020</u>	<u>[Signature]</u> Jr. Staff Date: <u>01-21-2020</u>	<u>[Signature]</u> Staff Date: <u>2/4/2020</u>	<u>[Signature]</u> Supervisor Date: <u>02-06-2020</u>	<u>[Signature]</u> Manager Date: <u>02-07-2020</u>
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