



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIMAIYACAN, ELEONOR

EMPLOYEE NUMBER: BF-15040

DEPARTMENT: INITIAL GC7

DATE: FEBRUARY 17, 2020

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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate doing shield wire taping even no certification badge last February 5, 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 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:

Ms. Michelle A. Fajardo

MDHII BRANCH MANAGER

ELEONOR L. DIMAIYACAN

Employee's Signature Over Printed Name/Date

RECOMMENDATION: <u>1 day suspension</u>	
DATE OF SUSPENSION:	<u>April 9, 2020</u>
DATE RETURNED TO WORK	<u>April 9, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<u>L. Dimayacan</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Ms. Michelle A. Fajardo</u> IMMEDIATE SUPERVISOR
<u>Angie T. Gomba</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at lunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

Angie T. Gomba
Signature Over Printed Name/Date



Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees.

NOTICE TO EXPLAIN

EMPLOYEE NAME: DIMAIYACAN, ELEONOR

EMPLOYEE NUMBER: BF-15040

DEPARTMENT: INITIAL GC7

DATE: FEBRUARY 17, 2020

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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate doing shield wire taping even no certification badge last **February 5, 2020**, 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., last

PREPARED BY:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

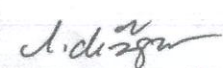

Ms. Michelle A. Fajardo

MDHII Onsite Supervisor

Sub assy

Na audit po ako dahil nag process po ako ng hindi ako
authorized pasinsya na po nun time pong ijong wala pa po akong
ginagawa waiting pa po ako ng wire paang gomusun.

NOTE: You may use an extra sheet as needed


ELEONOR L. DIMAIYACAN

Employee's Signature Over Printed Name/Date

Received by:

 08/28/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDTII

Control No: #AIR-19-2002-0416

<u>RA. Manjorel</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Dimagayan Eleonor
 Position: agociale
 ID Number: BT-15040
 Batch No.: 242
 Car Model/Line: Subaru Secondary

Process: Shield wire taping
 Group/Shift: NS - N
 Date/ Time: Feb. 01, 2020 / 2:03
 No. of Offense: 15
 Superior Name: R. Jacob

Non-compliance Reference/Document
 Control Number:

Penalty for Major Non-compliance
HRGA-2018-04-14

Details of Audit Findings:

un-authorized person doing the process
doing shield wire taping even no certification ladder

WRITTEN EXPLANATION

Na audit po ako dahil nag shieldwire taping po ako ng hindi naman ako authorized.
wala pa naman po kase akong gagawin sa mga oras na iyon. Naghahanap lang po kase ako ng
wire para gumamit kaya nagtape po muna ako. Alam ko pong mali pasensya na po hindi ng
po mauulit. Sa susunod po hindi na po ako mag pa proses ng hindi ako authorized.

Reduce M.P. in G.I

why? This is included in the memo. So need explanation

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only (based on handbook)

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Eleonor Dimagayan</u> Employee Date: <u>02/05/20</u>	<u>R. JACOB</u> Jr Staff Date: <u>02-06-2020</u>	<u>M. SALADO</u> Staff Date: <u>02/06/2020</u>	<u>[Signature]</u> Supervisor Date: <u>02/07/2020</u>	<u>[Signature]</u> Manager Date: <u>2/10</u>
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