

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE CHAVEZ, ABEGAIL

EMPLOYEE NUMBER: BF-10131

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: JANUARY 24, 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: NOT FOLLOWING SOP. Associate did not follow maximum 5 sets of terminal when setting of fixing terminal jig, last November 7, 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: Emilio L. Osorio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Chady Dosono
MDHII BRANCH MANAGER

RECOMMENDATION 18	
DATE OF SUSPENSION:	Feb. 12, 2020
DATE RETURNED TO WORK	Feb. 13, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
V. R. X. 13	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin mo pagbabalik after suspension oago mag bayb/pnl.	

ABEGAIL M. DE CHAVEZ Jan. 24, 2020

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio 01-24-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE CHAVEZ, ABEGAIL

EMPLOYEE NUMBER: BF-10131

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: JANUARY 24, 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: NOT FOLLOWING SOP. Associate did not follow maximum 5 sets of terminal when setting of fixing terminal jig, last **November 7, 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

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Abegail M. De Chavez ay naaudit ng di po ako nakastandard. Ang alam ko pong bawal ay ang magdalaawan ng kanban sa isang setup naman ko lamang po nuong nagtingin na po ng mga standard sa work eye. Ang tagal ko na din pong di napwesto dun mga 2 buwan pa lang po ako napwesto dun nung naudit po ako.

NOTE: You may use an extra sheet as needed

ABEGAIL M. DE CHAVEZ
ABEGAIL M. DE CHAVEZ Jan 24, 2020

Emily L. Osorio
Received by: EMILY L. OSORIO 01-24-2020

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: 2149
2019-10-10-2149

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AGENCY

Please Specify: MD#11

Sanicafuando P. #bdeator	G. Magadia
Audited By:	Noted By:

Name: Abigail De Chavez
Position: associate
ID Number: 86131
Batch No.: 213
Car Model/Line: Suzuki vpi / Initial

Process: midstripping
Group/Shift: NS 10
Date/ Time: Nov. 9, 2019 / 2:10
No. of Offense: 14
Superior Name: J. Morilla

Audit Findings: Not following SOP

Details:

Did not follow maximum sets of terminal when setting up fixing terminal jig

WRITTEN EXPLANATION

Ako po si Abigail M. de Chavez
una po sa labat di ko po talaga alam na
kacama po yun sa standard ng mid stripping,
dumating po ako ganun na po ang madatnan ko na
ginagawa. Ang alam ko pang standard e yun pang bawal
magdoble ng kaban. Nalaman ko lamang po na kacama
yun sa standard nung nadat na po ako. Masunod po
ako sa standard yun lamang po talaga ang di ko
magawa gawa nga po ng di ko po talaga alam
na kacama yun sa standard.

Barangay Evaluation:

Pls. check if this is included on TC materials.
(cc:ms)

Issue penalty based from PAUP Handbook


Signature of Employee Date: 10-11-09

Jr Staff Date: 11-09-2019

Staff Date: 11-11-19

Supervisor Date: 11-11-2019

Manager Date: 12/1/19

Date & Time		November 7, 2019/02:10		Illustration		Action Taken	
Shift & Group		DS/A					
Car Maker/ Model		Suzuki YD1/Initial					
Line No.		Midstripping # 01					
Name		Abegail De Cahvez					
ID No.		BF10131					
Batch No.		213					
Process		Midstripping Process					
FAS or Agency: specify		MDHI					
Person Informed		J.Hornilla					
Audited by:		J.Abanador					
Reason/Risk:							
Audit Details							
<p>Not following SOP</p> <p>Did not follow maximum 5 sets of terminal when setting on fixing terminal jig</p>							