



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL

EMPLOYEE NUMBER: BF-15307

DEPARTMENT: SUBARU 7107

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 used parts to repair NG sub assy hanger (clamp and cloth tape) last January 25, 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: for: reorio

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Michelle A. Fajardo

MDHII BRANCH MANAGER

| | |
|---|---|
| RECOMMENDATION | |
| DATE OF SUSPENSION: | <u>May 11-16, 2020</u> ⁷⁻¹² |
| DATE RETURNED TO WORK | <u>May 12, 2020</u> |
| SHIFT: | <u>A</u> |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>[Signature]</u> SIGNATURE OF EMPLOYEE | |
| APPROVED BY: | <u>[Signature]</u> IMMEDIATE SUPERVISOR |
| | <u>[Signature]</u> CLIENT'S MANAGER |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm. | |

JOHN CYREL C BUENCONSEJO

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL

EMPLOYEE NUMBER: BF-15307

DEPARTMENT: SUBARU 7107

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 used parts to repair NG sub assy hanger (clamp and cloth tape) last **January 25, 2020**, which subject you in **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: for: [signature]

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

for: [signature]
Ms. Michelle A. Fajardo

MDHII Onsite Supervisor

Sub assy

Hindi ko namam po intention na ire repair po yon
kaso nagkaroon po ako ng mga maraming NG PAHIL
nahunahog po ang mga Sam, galing former sa
Hanger kaya ko po nagawang lagyan ng clamp
at clutch tape pansamantalang kc Hindi pa po
nagayos at matagal na rin po na kinakonsept
Pero Hindi pa rin nagagawa ng mga time na yon

NOTE: You may use an extra sheet as needed

[signature]
JOHN CYREL C. BUENCONSEJO

Employee's Signature Over Printed Name/Date

Received by:

[signature]
EMILY I. ROSARIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FALP-V-2001-0228

| | | |
|----------------------------------|---|--------------------------------|
| <u>J. Malapol</u> Audited By: | <u>J. Reyes/K. Hernandez</u> Checked by: | <u>G. Magadia</u> Noted By: |
|----------------------------------|---|--------------------------------|

Name: Buenconcejo, John Cyril
Position: Associate
ID Number: BF-15307
Batch No.: 200
Car Model/Line: Suzuki / T07

Process: sub-assy
Group/Shift: DL-A
Date/Time: January 25, 2020 / 7:20
No. of Offense: 1st
Superior Name: J. Sante

Non-compliance Reference/Document Control Number:

FALP-GL-PRD-GP-092
PRODUCTION GENERAL PROCEDURE

Details of Audit Findings: Using parts to repair NG sub-assy hanger
> clamp and cloth tape

WRITTEN EXPLANATION

DI ICD PO INTENSIVON TALAGA NA LAGYAN NG TAPE AT C
BIGHA PO KASINIG NIAHULOG ANG MGA BUFFER KAYA
KO PO GINAWA NA LAGYAN NIA LANIG

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).

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|---|---|--|---|---|
| <u>[Signature]</u> Employee Date: <u>02-01-20</u> | <u>[Signature]</u> Jr Staff Date: <u>02-01-20</u> | <u>[Signature]</u> Staff Date: <u>2/4/20</u> | <u>[Signature]</u> Supervisor Date: <u>02/04/2020</u> | <u>[Signature]</u> Manager Date: <u>2/7</u> |
|---|---|--|---|---|