

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DELA ROSA, REX JR.,

EMPLOYEE NUMBER: BF-13563

DEPARTMENT: SUZUKI INITIAL

DATE: OCTOBER 11, 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 advance saving of length before mass pro, last September 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 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: Emilio L. Osorio

Emilio L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 6, 2020
DATE RETURNED TO WORK	NOV. 7, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Katherine O. Carrera</u>
IMMEDIATE SUPERVISOR 10/19/2020	
KATHERINE O. CARRERA	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Rex Dela Rosa C Jr 10-15-20

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DELA ROSA, REX JR.,

EMPLOYEE NUMBER: BF-13563

DEPARTMENT: SUZUKI INITIAL

DATE: OCTOBER 11, 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 advance saving of length before mass pro, last September 17, 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.

PREPARED BY: _____

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo


MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:


✓ Ako po si Rex Dela Rosa Jr ay na audit nang 07-17-20 sa line sa kadahilananang nag advance saving ng length before mass production kaya ko po nagawa xuna dahil nagmamadali ako at para kumabas agad ng kamaban

Ako po si Rex Dela Rosa Jr ay naggaganyak sa sukdang na sa stop by stop ng process para ding ako na audit at mabigyan ng TR

NOTE: You may use an extra sheet as needed


Rex Dela Rosa Jr 10-15-20

Employee's Signature Over Printed Name/Date


Received by: Emily L. Osorio

Signature Over Printed Name/Date



WRITTEN EXPLANATION

DATE 09-19-20
NAME Dea Rosa Rex C Jr
CATEGORY/AGENCY maxim ID NUMBER: BF-13563
LINE NUMBER and SHIFT PD4- Suzuki initial
DATE HIRED Feb. 06-2019
PROCESS ccc Audited By: Lizer Garcia
VIOLATION/DEFECT EARLY SAVING
CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit ka naaudit?

Nag-advance save po ako ng length bago mag masspro dahil po para makatapos ng magka sa load at maka output.

Ano sa palagay mo ang epekto ng violation na ginawa mo sa harness?

maari po ma wrong length

Aware ka ba sa memo about sa penalty na pedeng ipataw sayo pag naaudit ka?

opo pag nakatatlong audit pweding matanggapin ng badya o kaya masususpende

COUNTERMEASURE

mag length nAPO ako bago magmasspro para makaiwas sa wrong length

STAFF REMARKS

SV REMARKS

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Dea Rosa
Sign of Employee

ISSUED BY:

C. Manning Jr
Jr. Staff

CHECKED BY:

Lizer Garcia
Staff

VERIFIED BY:

Lizer Garcia
Supervisor

W. KACHERA
PD-541
9/21/2020

FOR ISSUANCE OF IIC