

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DEFERRIA, JOWILYN

EMPLOYEE NUMBER: BF- 12128

DEPARTMENT: HONDA 3114 (A)

DATE: December 18, 2019

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 has no good hanger of harness for appearance harness dated last **November 11, 2019.**

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:

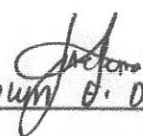

Angie N. Gomba

MDHII HR COORDINATOR




NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


JOWILYN B. DEFERRIA 1/14/20

Employee's Signature Over Printed Name/Date

| RECOMMENDATION | |
|---|---|
| DATE OF SUSPENSION: | February 14, 2020 |
| DATE RETURNED TO WORK | February 15, 2020 |
| SHIFT: | A |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE |  |
| APPROVED BY: |  |
| | IMMEDIATE SUPERVISOR |
| |  |
| | CLIENT'S MANAGER |
| Reminder: Iwanan ang ID/sa Coordinator bago ang suspension da kunin ito pagbalik after suspension bago mag 8am/pn | |

Received by:


ANGIE N. GOMBA 1/14/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DEFERIA, JOWILYN

EMPLOYEE NUMBER: BF- 12128

DEPARTMENT: HONDA

DATE: December 18, 2019

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 has no good hanger of harness for appearance harness dated last **November 11, 2019** which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ang po ay na audit dahil sa natitang 3 sets ng harness sa gilid ng cut board ko. Nung time na un po tati ay puna na ang hanger ng appearance kaya nakalagay na sa polybox ang ibang harness bilang araw na po kasi sumasakit ang likod ko bat nahihirapan ako gumuko ng yumuko, lalo po sumasakit ang likod ko dahil mas yadong mababa ang polybox, kaya ginigrid ko muna ang harness sa gilid ng cut board at luyag 3 sets na saun ko binababa sa polybox.

COUNTER MEASURE: hindi ko na ilalagay ang harness sa gilid ng cut board at direktang na sa hanger ng appearance

NOTE: You may use an extra sheet as needed

JOWILYN DEFERIA 1/4/20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 1/4/20

Signature Over Printed Name/Date

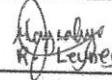

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7A1P-1A-1911-3059

☐ AGENCY

Please Specify: MD41

| | |
|--|--|
|  Audited By: |  Noted By: |
|--|--|

Name: Jowilyn Deforia
Position: Associate
ID Number: 0112123
Batch No.: 239
Car Model/Line: Honda

Process: EQ
Group/Shift: DS-A
Date/ Time: NOV. 11, 2019
No. of Offense: 1st
Superior Name: P. Magundayao

Audit Findings:

Details:

No good hang of harness for appearance harness.

WRITTEN EXPLANATION

Uho po ay na audit dahil sa nakitang 3 sets ng harness sa gilid ng est board ko. nang time po na gumagana ay pinas na ang hangganan ng appearance kaya nakalagay na sa poly box na po ang ibang harness. Ngayon na po sumasakit at nangangailang ang ibang k nakitang po ako yunak ng yunak at kag sumasakit ang ibang ko dahil nangangailang mababa ang poly box. kaya ginigilid ko muna po ang harness sa gilid ng est board ko at kung 3 sets, na ay binababa ko sa poly box. Salamat po sa inyong gabay unawa.

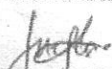
COUNTER MEASURE:


Hindi na po ako naglalagay na harness sa gilid ng est board at direktang ko na sa hangganan ng appearance.


Remarks/ Evaluation:


Issue penalty based from FAS Handbook.

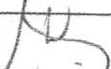
Why only not concerning your difficulty in the process, it should be concerned to your senior. Not because you are audited. NB


Signature of Employee
Date: 11/19/19


Jr Staff
Date: 11/19/19


Staff
Date: 11/19/19


Supervisor
Date: 11/20/19


Manager
Date: 11/21/2019