

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PERMEJO, JUDY ROSE

EMPLOYEE NUMBER: BF-10220

DEPARTMENT: SUZUKI 5112

DATE: DECEMBER 18, 2019

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.** Inspector did not compare actual harness to master sample dated last **September 17, 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 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: \_\_\_\_\_

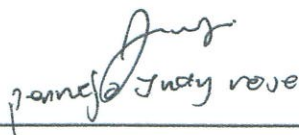
  
**Angie T. Gomba**

**MDHII HR COORDINATOR**

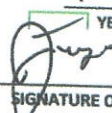
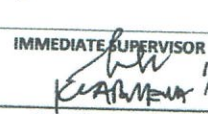
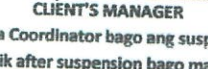
NOTED BY: \_\_\_\_\_

  
**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

  
\_\_\_\_\_

Employee's Signature Over Printed Name/Date

| RECOMMENDATION   |  |
|--|--|
| DATE OF SUSPENSION:  | <u>February 24-29, 2020</u>  |
| DATE RETURNED TO WORK  | <u>March 2, 2020</u>   |
| SHIFT:   | <u>A</u>   |
| NEED FOR REFRESHER:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |
| <u>696127 00098</u> <br>SIGNATURE OF EMPLOYEE |  |
| APPROVED BY:   | <br>IMMEDIATE SUPERVISOR<br><br>CLIENT'S MANAGER |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date<br>kunin ito pagbalik after suspension bago mag 8am/pm.            |  |

Received by: ANGIE T. GOMBA 01/23/2020

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: PERMEJO, JUDY ROSE

EMPLOYEE NUMBER: BF-10220

DEPARTMENT: SUZUKI 5112

DATE: DECEMBER 18, 2019

### 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.** Inspector did not compare actual harness to master sample dated last **September 17, 2019** which subject you **6 to 10 days of 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:

don po kase saiyang branch ng harness saiyang  
branch ng conn. na maliliit, manipis na wire  
kaya mahirap po para sa akin idampare na ayus  
kaya po ang aking ginagana hangal po  
ang actual at master pinpoint po nalang po  
ang fixing at connector pagkatapos po ay  
inspecter po po ang actual

NOTE: You may use an extra sheet as needed

  
Permejo, Judy Rose

Employee's Signature Over Printed Name/Date

Received by: \_\_\_\_\_

ANGIE T. GOMBA 01/23/2020

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: HALP-1A-1969-135

☒ AGENCY

Please Specify: MDHII

|                 |                   |
|-----------------|-------------------|
| <u>JR. BYES</u> | <u>G. Magadia</u> |
| Audited By:     | Noted By:         |

Name: Permejo, Judy Rose  
 Position: Associate  
 ID Number: BF-10220  
 Batch No.: 214  
 Car Model/Line: Suzuki 15112

Process: Appearance  
 Group/Shift: A 1st  
 Date/ Time: 9-17-19 10:30 PM  
 No. of Offense: 1st  
 Superior Name: A. AGUSTIN

Audit Findings: noncompliance or failure to follow the standard operational procedure in inspecting the product.  
 Details: Inspector did not compare actual harness to master sample.

## WRITTEN EXPLANATION

deon po kase sa isang branch po ng harness, sa isang branch  
 marami pong connector na malilit, maninipik na wire, kaya mahirap  
 po para saen ikompare po iyan, para po kase saen na dadawn time  
 po ako kaya po di ko po na ikompare ng actual,  
 kaya po ang aring ginagawang hawak ko po  
 ang actual at master pinpoint ko nalang po ang  
 fixing at connector pagkatapos po ag iinspect ko po  
 ang actual.

## Remarks/ Evaluation:

*Issue penalty based from Handbook*

permejo Judy rose  
 Signature of Employee  
 Date: \_\_\_\_\_

G. Magadia  
 Jr Staff  
 Date: \_\_\_\_\_

R. SANTIAGO  
 Staff  
 Date: \_\_\_\_\_

E. SANTIAGO  
 Supervisor  
 Date: \_\_\_\_\_

h. w. MAGADIA  
 Manager  
 Date: 11/24/19



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1009-1315

☒ AGENCY

Please Specify: MDH11

|                   |                   |
|-------------------|-------------------|
| <u>JR. ROGLES</u> | <u>G. Magadia</u> |
| Audited By:       | Noted By:         |

Name: Pormejo, Judy Rose  
 Position: Associate  
 ID Number: BF-10220  
 Batch No.: 214  
 Car Model/Line: Suzuki 15112

Process: Appearance  
 Group/Shift: A IDS  
 Date/ Time: 9-17-19 05:30pm  
 No. of Offense: 1st  
 Superior Name: A. AGUSTIN

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the pro.

Details:

Inspector did not compare actual harness to master sample

## WRITTEN EXPLANATION

nag follow po ako sa point to point system pero po hindi po ako  
consistent sa pag kumpare ng connector. pero sinisuguradong ko po  
na check ko po ang bawat site ng connector, pero mas siguradong ko na  
po ngayon ang standard para po maiwaton ko nAPO ang outflow.

Remarks/ Evaluation:

Pormejo Judy Rose  
 Signature of Employee  
 Date: 9-27-19

Jr Staff  
 Date: 9-27-19

RAQUEL M. SARAWAN  
 Staff  
 Date: 9-28-19

Supervisor  
 Date: 9/28/19

Manager  
 Date: 10/1/19



# Appearance Inspection Process

| CR MODEL   |  | MATERIALS  |  | DRIVER EQUIPMENT                            |  | REFERENCE         |  | DOCUMENT TYPE      |  | WORK INSTRUCTION |  | PAGE NO.           |  |
|--|--|--|--|---|--|-------------------|--|--------------------|--|------------------|--|--------------------|--|
| All  |  | Appearance Inspection Board, Master Sample, Harness, Black zebra Ballpen |  | IRCS, Barcode Reader, Passed Tape Dispenser |  | FALP-WI-QCA-15007 |  | FALP-WI-FRD-IP-007 |  | Revision No. 4   |  | 1 of 1             |  |
| MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board, QCA-007 Final Assembly Process Inspection Record, FGI-007 Master Sample Daily Inspection Record, QCA-009 Details of Defect |  | To serve as a guide for appearance inspection process                    |  | Final Assembly Process                      |  | FALP-WI-QCA-15007 |  | Gene Rober Terry   |  | Luis Escobito    |  | Eugenio Cullano    |  |
|  |  |  |  |   |  |                   |  | Supervisor         |  | Section Manager  |  | Department Manager |  |
|  |  |  |  |   |  |                   |  | Hironori Shirahama |  | Division Manager |  |                    |  |
|  |  |  |  |   |  |                   |  | Prepared by:       |  | Checked by:      |  | Approved by:       |  |
|  |  |  |  |   |  |                   |  | Verified by:       |  |                  |  |                    |  |



**Step 1.** Conduct checking of inspection board and fill up MEI-055F1 Daily Check Record for Dimension, Appearance, Assurance Inspection Board.



**Step 2.** Conduct checking of master sample and fill up FGI-007 Master Sample Daily Inspection Record

**Note:** Master sample checking is being conducted for every change product per shift.



**Step 3.** Fill up information of harness into the QCA-007 Final Assembly Process Inspection Record

**Note:**  
Proper Timing of using QCA-007 Final Assembly Process Inspection Record  
• Initial Mass Pro: 1 month use  
• Mass Pro with IRCS: No need to use  
• Mass Pro without IRCS: Still need to use



**Step 4.** Layout production top of master sample.

**Note:** Harness with yellow tag is the master sample.



**Step 5.** Barcode product and master sample using IRCS barcode reader.



**Step 6.** Proceed to inspection process, perform point to point system, compare the harness using master sample and check important points by referring to appearance inspection table.

**Note:**  
1. Check the condition of each terminal, connector, and other components, exposed wire, correct type of taping, orientation of components, and proper branching.  
2. If more than 2 inspectors, follow the division of workload.



**Step 7.** If the product is judged as GOOD:  
a) press green button to dispense pass tape  
b) stick the passed tape near the nameplate  
c) conduct pop-in marking on passed tape

**Note:**  
1. For some lines passed tape is automatically dispense after an inspector finish checking the function required on IRCS  
2. Procedure b) and c) are only applicable to lines using passed tape  
3. Bar marking serves as a confirmation for the presence of passed tape  
4. If encountered defect follow FALP-WI-QCA-15007 Final Assembly Process Defect Flow and fill up QCA-009 Details of Defect



**Step 8.** Record to QCA-007 Final Assembly Process Inspection Record.  
**Note:** Refer to step 3 for Proper Timing of using QCA-007 Final Assembly Process Inspection Record



**Step 9.** Pass the harness to the next process. (QA Inspection)

## WARNING

- Call the attention of concerned personnel and report any abnormality in machine or process.
- Always turn off the machine/equipment when not in use and when encountered abnormality.
- Wear proper PPE. Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE)

## Details of change

| DR/CR No.           | Revision No. | Effectivity Date |
|---------------------|--------------|------------------|
| PD-FRD-13a-1803-005 | 4            | Nov-06-2018      |
| PD-FRD-13a-1803-006 | 3            | Mar-19-2018      |
| AA-1511-033         | 2            | Nov-18-2015      |
| AA-1403-020         | 1            | Feb-21-2014      |
| AA-007              | 0            | Apr-01-2013      |

First issue per ISO 9001:2008 Quality Management System