

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MONTALBO, ROLAND

EMPLOYEE NUMBER: BF- 14434

DEPARTMENT: HONDA TKRA 3130

DATE: SEPTEMBER 01, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 inconsistently performed point to point system and not comparing to master sample during process, last **August 29, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Ako po si Roland Montalbo QA inspector ng L3130 ay ginagawang hindi nagcompare nung  
August 29, 2019 Thursday sa kadahilanan tambak po kami at ba' nung araw po  
sa pag inspect ng partner ko. kaka certified tam po at finituhanan ko po sila

### RECOMMENDATION

Suspension date  
Oct. 8-9

Noted by: 

Immediate Supervisor

Approved by: 

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MONTALBO, ROLAND

EMPLOYEE NUMBER: BF- 14434

DEPARTMENT: HONDA TKRA 3130

DATE: SEPTEMBER 01, 2019

### 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 inconsistently performed point to point system and not comparing to master sample during process, last **August 29, 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 \_\_\_\_\_ 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.

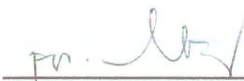
PREPARED BY:



Emily L. Osorio


MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

 ROLAND MONTALBO Sept 10 2019

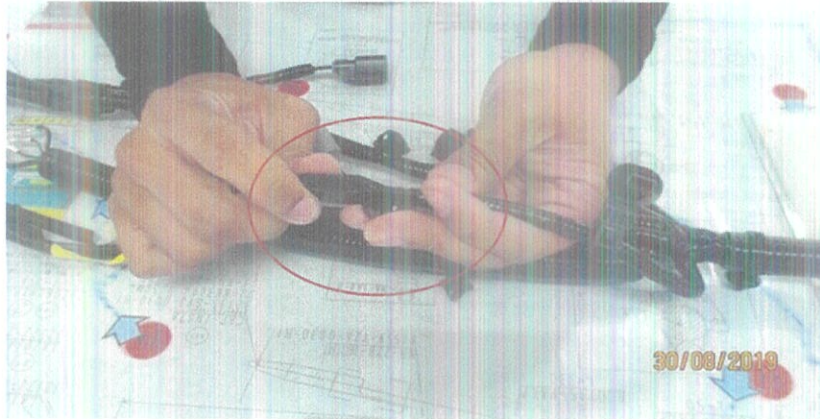
Employee's Signature Over Printed Name/Date

Received by:  KRISTINE B. DE ROXAS

Signature Over Printed Name/Date



## i\_Alert Audit Report

Car Model / Line No.	Honda TKRA/3130	<div>Picture</div> <div></div>	<div>Action Taken</div>
Date / Time	August 29,2019/ 3:49AM		
Name / ID No.	Montalbo,Roland/BF-14434		
Shift / Group	N/S A		
Batch No.	257		
Process	QA		
FAS or Agency: specify	MDHII		
Person Informed	M.Nuay		
Audited by:	D.Tiemsem		
Details			
<p><u>Not following SOP</u></p> <p>Inconsistently performed point to point system and not compairing to master sample during process.</p>			