



NOTICE OF DECISION

RECOMMENDATION	
DATE OF SUSPENSION:	March 23 - April 1
RETURNED TO WORK:	April 17, 2021
SIGNATURE OF EMPLOYEE	<i>[Signature]</i>
APPROVED BY:	<i>[Signature]</i>
IMMEDIATE SUPERVISOR	<i>[Signature]</i>
CLIENT'S MANAGER	<i>[Signature]</i>

5136
STANDARD 413

Emp. No.	BF-14291	Date Prepared	
Employee Name	DEE MENDO, JAY	Case Ref. No.	F-WN-01-173
Position	ASSOCIATE	Employment Status	ACTUAL
Dept/Section	PO1 Section 1		

Details of Offense:

Article No.	VIII
Section No.	7
Article Code	OFFENSE AGAINST WORK AND BUSINESS STANDARD
Article Description	Failure to follow business standard, operational procedure, work instruction or work practice which may or not be result damage to company property
Nature of Offense	WRONG INSERT ON WAREHOUSE
Number of Offense	2ND
Applicable Penalty	SUSPENSION

Incident Summary

- Associate caught doing wrong insert on connector subassy press
- According to the supervisor of Mr. Dimas (SUWAT) that he also disrespect his employees and utilizing offensive language against to employees

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation

☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☐ Written Warning
☒ Suspension Without Pay for

15 days starting from 03/23/21 to 04/16/21

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by:

[Signature]

Received by:

[Signature] 04/17/21

Employee Signature/Date

Approved by:

[Signature]



NOTICE TO EXPLAIN

			DATE	03/12/21
EMP. NAME	DEL MUNDO, JAY		CASE NO.	J-WM-01-1173
POSITION	ASSOCIATE		EMP. NO.	BF - 18291
CLIENT	TAC		DEPT/SEC	PM / SECTION 1

You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.

Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.

Alleged Violation (s): (please indicate all possible infractions)

Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	7	OFFENSE MUST WORK INDUSTRY STANDARDS	Failure to follow business standard, operational procedure, work instruction or work practices which may or not be result damage to company property	1st 2ND	SUSPENSION

Specifically and in detail the infraction was:

Based on the submitted Incident Report/document:

Around 11:30 am when Mr. Del Mundo immediate supervisor verbally report to us that our employee (Maxim) caught doing wrong insertion on connector (sub using process) and also uttered offensive language about his co-employee esp his expert and our maxim employee (Allegas, Raquel) dated March 15, 2021 at Tac Lima Tech.

Attachment (if any):

Prepared by	Noted by:
ANGIE FLORES	Michelle Fajard

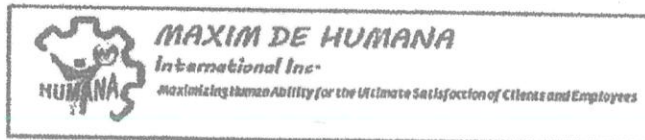
Employee's Acknowledgement

J. Del Mundo / 03-12-21 / 3:09 PM

Signature/Date/Time

CC: 201 File
Branch Manager

F-GEN-004(REV2)1-25-2021



EXPLANATION FORM

Date: 03/12/21

MEMORANDUM CONTROL NO. F-2021-01-1173

Details of Explanation AKA po sh

Ako po si day B. Del Mundo ay natsupport sa line 5125
ngayong araw ng sabado ng makaraan ng defect sa
subassy na binawalan ko na wrong insert po ako nang
yan time, pu yan tapos kinuha po ni Expert at balak
pang insert yang terminal sa connector tapos nakita
po ni Jr Staff tapos isancenri nangay ni Jr Staff kay
staff na bumabawal ay line na bakit daw po sine ang
lance ng connector iginat po na nla ako na ako daw
po ang pinang nagdisinsert kaya nula ang lance ng connector
Kaso nang tanungin gany tomboy

(Please see attached paper for continuation) --

Chdelundo
JAY B. DEL MUNDO
Signature over Printed Name

Received by:


CHAIRMAN OBLIPO
MDHII Coordinator

Admin Officer
Admin Officer

Noted by:

Branch Manager
Branch Manager

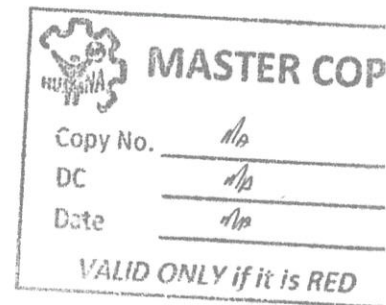
MDHII Remarks:

		MASTER COPY	
Copy No.	<u>1/10</u>	DC	<u>1/10</u>
Date	<u>11/10</u>		
VALID ONLY if it is RED			



NOTICE OF ADMINISTRATIVE HEARING

Date : March 13, 2021
To: DEL MUNDO, JAY
Thru: Maxim De Humana International Inc.
Cc: Florentina Tancungco
From: Angie T. Lumbo



Dear Mr./Ms. DEL MUNDO,

Please be advised that there will be an Administrative Investigation on March 17, 2021.

This is regarding the alleged incident on March 13, 2021 at FAS Lima Tech involving wrong insert on connector. It is alleged that you also uttered disrespectful/offensive language against co-employee. This is a violation of OFFENSE HUMAN WORK / BUSINESS STANDARD.

Your presence during the investigation is necessary, and you may bring a representative of your choice.

Please be guided accordingly.

Angie T. Lumbo
Coordinator Name | Signature

Noted by:
Michelle Tancungco
Supervisor's Name | Signature
CC : 201 File

If employee failed to submit their written explanation, please include on this letter the following:
Since you failed to submit your written explanation as indicated in the notice to explain we issued you on _____
We are still providing you this opportunity to explain yourself. Failure to do so may be construed to as waiver of your right, and we may proceed to the resolution of the case.

Baldonado
JAY B. DEL MUNDO