



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BELEN, JERICO

EMPLOYEE NUMBER: BF-17730

DEPARTMENT: SUZUKI OLD

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 did not conduct barcoding of Kanban before crimping, last July 21, 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: Emily L. Osorio

Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo  
MDHII ONSITE COORDINATOR

JERICO P. BELEN

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Oct. 01, 2020</u>
DATE RETURNED TO WORK	<u>Oct. 02, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u> <input checked="" type="checkbox"/> <u>NO</u> <input type="checkbox"/>
<u>[Signature]</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
<u>KATHERINE O. CABRERA</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Osorio

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: BELEN, JERICHO**

**EMPLOYEE NUMBER: BF-17730**

**DEPARTMENT: SUZUKI OLD**


**DATE: SEPTEMBER 10, 2020**

**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 did not conduct barcoding of Kanban before crimping, last July 21, 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:** 

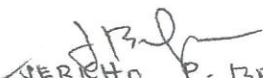
**Michelle A. Fajardo**

**MDHII ONSITE SUPERVISOR**


### EMPLOYEE'S EXPLANATION:

✓ AKO PO SI JERICHO P. BELEN NG SUZUKI YU7 NOONG JULY 21, 2020  
PO NG UMAGA AY NAKITA PO AKO NG AUDITOR GAWA NG HINDI AKO NAGBARCODE  
PERO ANG TOTOO PO AY NAGBARCODE PO TALAGA AKO, NARINIG KO PO  
NA PUMUNOG UNG PANG BARCODE KO KAYA NAGCRIMP NA AGAD AKO  
NGUNIT HINDI PO AKO PUMINGIN CA AKING PC SCREEN YUN PALA AY  
HINDI PALA NABACA UNG INISCAN KONG KANBAN SAKTO NAMAN BILANG  
PUMATING UNG AUDITOR KAYA PO AKO NA AUDIT

**NOTE: You may use an extra sheet as needed**

 JERICHO P. BELEN 9/10/20

**Employee's Signature Over Printed Name/Date**

**Received by:**  EMILY L. OSORIO

**Signature Over Printed Name/Date**



# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: MDHII

Control No: FALP-1A-2007-1484

<u>RA. Montañez</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Belen J. Jircho Process: Manual crimping  
 Position: Associate Group/Shift: D - A  
 ID Number: BF-17730 Date/ Time: July 21, 2020 / 1:53  
 Batch No.: 298 No. of Offense: 1st  
 Car Model/Line: Suzuki obl Superior Name: A. Reyes

Non-compliance Reference/Document  
Control Number:

FALP-MI-66-008  
FALP-MI-66-008  
Manual crimping

## Details of Audit Findings:

Not Following SOP  
Did not conduct barcoding of kanban before crimping.

## WRITTEN EXPLANATION

ako post Jircho P. Belen, manual crimping ng Suzuki YZF, mag set up  
po ako ng BME30-1 barcode kopo ang kanban at mag simula na po ako mag-  
crimp. Hindi po ako tumingin sa pc ko kaya hindi kopo nakita na hindi po  
pala na read ng system ang kanban na barcode ko.

## REMARKS/ EVALUATION

☒ i-Alert written only

☐ Agency/FALP Written Only (based on handbook)  
 Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>RICHO D. BELEN</u> Employee Date: <u>7/23/20</u>	<u>ANDREA DATE REYES</u> Staff Date: <u>7/23/20</u>	<u>I. G. G. G.</u> Staff Date: <u>07-23-2020</u>	<u>h. Abans</u> Supervisor Date: <u>07-23-2020</u>	<u>h. Abans</u> Manager Date: <u>8-11-20</u>
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