

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENDECIO, DIANA LYN

EMPLOYEE NUMBER: BF-17002

DEPARTMENT: SUBARU 7105

DATE: FEBRUARY 17, 2020

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct mass pulling on conn. YSKTSN Y6-Lrf24FC during resub last **January 31, 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:





Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo
MDHII HEAD COORDINATOR

 02-26-2020
DIANA-LYN ENDECIO

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	March 20, 2020
DATE RETURNED TO WORK	March 21, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	
09367496394  IMMEDIATE SUPERVISOR	
 CLIENT'S MANAGER	
Reminder: Iwagan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

 02/24/2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ENDECIO, DIANA LYN

EMPLOYEE NUMBER: BF-17002

**DEPARTMENT: SUBARU 7105
2020**

DATE: FEBRUARY 17,

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct mass pulling on conn. YSKTSN Y6-Lrf24FC during resub last **January 31, 2020**, 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:

sa kadahilanang sa pagmamadali po hindi maiwasan
ang mass pulling at ito po ay hindi na muling maudit po
Pinapangako ko po na surunod ako sa standard
operation procedures at siguraduhin na standard lahat
ng kips o galaw during production

NOTE: You may use an extra sheet as needed

Diana-Lyn Endencio 02-26-2020

Employee's Signature Over Printed Name/Date

Received by: _____


ANGIE T. GOMBA
02/17/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FAIR-18-2001-0345

☐ FAS

☐ AGENCY

Please Specify: MDH

Name: Inde co. Miala-lyn
 Position: Associate
 ID Number: 87-13052
 Batch No.: 20
 Car Model/Line: Subaru 1105

Process: Sub. ass
 Group/Shift: NS/A
 Date/ Time: Jan. 21, 2020 / 8:30
 No. of Offense: 1st
 Superior Name: J. Gallardo

<u>J. Minter</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document
Control Number:

#R6A-2018-04-14
Memorandum for Major Non-Compliance

Details of Audit Findings:

Miss pulling on car. YKTA 11-11-2019 during rearb
Non Compliance by Insect All Method

WRITTEN EXPLANATION

Incidentally miss pulling during rearb because I have no enough
buffer and harch on my process. And I promised this kind of NB is not
happening again

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>DIANA MARGARENCIO</u> Employee <u>02-64-22</u> Date: <u>04-05-20</u>	<u>Emilinda Gallardo</u> Jr Staff Date: <u>04-05-20</u>	<u>E. Lumbing</u> Staff Date: <u>02-04-20</u>	<u>P. Lopez</u> Supervisor Date: <u>02-04-2020</u>	<u>J. Magadia</u> Manager Date: <u>2/7</u>
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