

NOTICE TO EXPLAIN

EMPLOYEE NAME: BATOTO, RACHEL

EMPLOYEE NUMBER: BF-14442

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 2019

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: Associate not following SOP, accomplished in doing the abnormality, 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: *Jim* 8/15/19
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: *for: Lizzel B. Dosono*
Ms. Chady Dosono
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Natanung po ako ni Assistant Manager Julie kung bakit namin hawak ni Jescerie Castillo yung connector tapos sinabi ko lang po yung totoong wala talaga akong kinalaman sa roadisincert na may kundi sa D...! Kung sa anong nagdisincert nun

RECOMMENDATION

Suspension date

Aug. 29, 2019

*You are the one who brought the
ann. / Subvires for doing the abnormality!!
Suspension must be
Immediate starting days.*

Noted by: *[Signature]*
Immediate Supervisor

Approved by: *[Signature]*

Sept. 2-6

Man

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BATOTO, RACHEL

EMPLOYEE NUMBER: BF-14442

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 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: Associate not following **SOP**, accomplished in doing the abnormality, which subject you in **1 to 5 Days Suspension.**

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 One 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: 

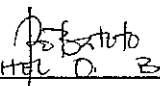
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER


NOTED BY: 
for: Hazel B. Sumo

Ms. Chady Dosono

MDHII BRANCH MANAGER


RACHEL D. BATOTO

Employee's Signature Over Printed Name/Date

Received by: 
EMILY L. OSORIO 8/15/19

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Name: Batoto, Rachel O. / BF 11726

Violation: _____

Line 3129

Ako po si Rachel Batoto Subassy ng Line 3129 ay humihingi ng paumanhin sapagkat naabutan lamang po ako ng Assistant Manager sa tapat ng hindi ko PC bawak ang NG ng iba. Wala naman po akong kasalanan natanung lamang po ako.

Sana naman po sa kin po ay maunawaan nyo dahil pinadala lang na po ulit sa Yun ni Jesserie para ipatanggal tas binalik ko na disinsert na. Kanya ang connector na galing kay Ronnel kaya natanung kami ng Assistant Manager kame. Yun lang po.

*Completed
in daily
submit*

R. Batoto
RACHEL O. BATOTO

JR. STAFF

STAFF

SUPERVISOR

MANAGER