



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CABISCUELAS, CRISEL MAE

EMPLOYEE NUMBER: BF-12360

DEPARTMENT: D01L 2125

DATE: OCTOBER 09, 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: UN AUTHORIZED PERSON DOING THE PROCESS.** Associate conduct assembly process certified only on appearance & dimension, last **September 19, 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 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:

for AS  
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for J. Dason  
Ms. Chady Dasono

MDHII BRANCH MANAGER

0948-202-1393 RECOMMENDATION	
DATE OF SUSPENSION:	Dec 10, 2019
DATE RETURNED TO WORK:	Dec 11, 2019
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u> 11/12
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

CriseL Mae Cabiscuelas 11-07-19

Employee's Signature Over Printed Name/Date

Received by:

ANGIE [Signature] 11/07/19

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: CABISCUELAS, CRISL MAE

EMPLOYEE NUMBER: BF-12360

DEPARTMENT: D01L 2125

DATE: OCTOBER 09, 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: UN AUTHORIZED PERSON-DOING THE PROCESS.** Associate conduct assembly process certified only on appearance & dimension, last **September 19, 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:

Oko po si Crisel Mary Cabiscuelas ay nahuli nang I-alat na nagkakabit nang Vt sa conveyor kaya ko lamang po nagawa gunit ay dahil gusto kong makahalong sa aking kalinat na delay na at nasa dub na nang conveyor. Sinupport ko lamang po ang arming asy.

NOTE: You may use an extra sheet as needed

Crisel Mary Cabiscuelas 11-07-19

Employee's Signature Over Printed Name/Date

Received by: ANGIE DOSONO 11/07/19

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1909-1502

☐

AGENCY

Please Specify: MD411

<u>M. Magadia</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Cabizuela, Crisel Mae  
 Position: Operator  
 ID Number: BE R240  
 Batch No.: 241  
 Car Model/Line: Daihatsu Dost 2100

Process: appearance  
 Group/Shift: USIN  
 Date/ Time: Sept 19, 2019 / 09:40  
 No. of Offense: (1)  
 Superior Name: M. Dimaculangan

Audit Findings: Un authorized person doing the process  
 Details: conducted assembly process (attachment of US), certified only on appearance & dimension  
rejection

for return to  
QA

## WRITTEN EXPLANATION

Ok po si Crisel May Cabizuela ay nahuling nagkakabit nang VC sa  
conveyor - kaya ko lamang haman po iyon nagamit ay sa kadahlanang gulo  
ko lang pong makahulog kaya support ko po ang aay namin na nara  
dub na nang board dahil sa lampang pagkadebay.

Please give necessary penalty

[Signature]

<u>[Signature]</u>
Signature of Employee
Date: <u>09-23-19</u>

<u>[Signature]</u>
Jr Staff
Date: <u>9/23/19</u>

<u>[Signature]</u>
Staff
Date: <u>09-23-19</u>

<u>[Signature]</u>
Supervisor
Date: <u>7/23</u>

<u>[Signature]</u>
Manager
Date: <u>9/26</u>