

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOTERIO, BERNADETTE

EMPLOYEE NUMBER: BF-10994

DEPARTMENT: HONDA 3115 (A)

DATE: December 18, 2019

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: NOT FOLLOWING SOP. Associate encountered excess parts put excess parts on her E-Bag dated last **November 12, 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


SOTERIO, BERNADETTE N° 101-06-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION: February 17, 2020

DATE RETURNED TO WORK: Feb. 18

SHIFT: A

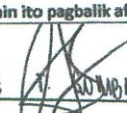
NEED FOR REFRESHER: ☒ YES ☐ NO


SIGNATURE OF EMPLOYEE

APPROVED BY: 
IMMEDIATE SUPERVISOR

09159386246 
CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension dat kunin ito pagbalik after suspension bago mag 8am/pm.

Received by:  01/06/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: SOTERIO, BERNADETTE

EMPLOYEE NUMBER: BF-10994

DEPARTMENT: HONDA 3115

DATE: December 18, 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: NOT FOLLOWING SOP. Associate encountered excess parts put excess parts on her E-Bag dated last **November 12, 2019** 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: 

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

- MAY NAKITA PO ANG AUDITOR SA AKING EBAG NA EXCESS PARTS BAHIL PO EXCESS PO ANG NILAGAY^{PO} PARTS NAMIN SA PARTS BOX INILAGAY KU PO ANG EXCESS NA NO 162 SA EBAG KU KAYA PO^{AKO} NA AUDIT AKO - DAPAT PO IBINIGAY IYU SA LEADER OR EXPERT KASI BAKA MAGKARUN NA MISCING PARTS SA HARBORS

- SA SUSUNOD PU NA MAKACOUNTER AGO NG EXCESS PARTS AY IBIBIGAY KU PO AGAD SA LEADER OR EXPERT PARA HINDI NA PO AKO^{BUKAS} MA AUDIT -

NOTE: You may use an extra sheet as needed


SOTERIO, BERNADETTE 10/106/20

Employee's Signature Over Printed Name/Date

Received by:  01/06/20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS ☒ MDHI
☐ PKIMT ☐ ADD EVEN

Control No: FAIP-1A-1911-3076

<i>R. Reyes</i>	<i>G. Magadia</i>
Audited By:	Noted By:

Name: Bernadette Soterio
 Position: associate
 ID Number: BF6994
 Batch No.: 227
 Car Model/Line: Honda 315

Process: assembly process
 Group/Shift: DS-A
 Date/ Time: Nov. 12, 2019 / 4:30
 No of Offense: 1st
 Superior Name: J. Catapang

Audit Findings: Not following SOP when encountered excess parts
 Details: associate put excess parts on her k-bag

WRITTEN EXPLANATION

- Natitaon pa ako ng tatlong NB162-W dahil na mayroon excess parts po sa box ay kinukuhin ko matimil din pa na walang naka set na NB162-W sa parts box kaya naisip ko pa na itabi nating sa Eday ko dahil ipinapasa na wala ulit nakacet iyon nating po ang gagamitin ko.

- Pagmaka encounter pa ako ulit ng excess parts tatlong po ako agad sa Jr. Staff para ibigay po ang mga excess part na na encounter ko.

Remarks/ Evaluation:

Issue Penalty based from PMP Handbook

- J. Catapang
 Signature of Employee
 Date: 11-19-19

J. Catapang
 Jr Staff
 Date: 11-19-19

M. Catapang
 Staff
 Date: 11-19-19

J. Catapang
 Supervisor
 Date: 11/19/19

J. Catapang
 Manager
 Date: 11/20/19