



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TOBEO, JENNELYN

EMPLOYEE NUMBER: BF-15104

DEPARTMENT: SUBARU 7107 *Shift A*

DATE: SEPTEMBER 01, 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 inconsistently performed point to point system and comparing to master sample during process, last **August 28, 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 2 DAYS 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

Suspension Dates: *November 18, 2019* *11-20*
November 19, 2019
19, 20

Noted by:

[Signature]

Immediate Supervisor

Approved by:

[Signature]

Manager

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In view of this, you are hereby given a 2 DAYS SUSPENSION for the said violation of our Employee Code of Conduct.

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PREPARED BY: *Emily L. Osorio*

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: *Ms. Chady Dosono*

Ms. Chady Dosono

MDHII BRANCH MANAGER

JENNELYN D. TOBEO / 10-14-2019
Employee's Signature Over Printed Name/Date

Received by: *ANGIE T. GOMBA*

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: TOBEO, JENNELYN

EMPLOYEE NUMBER: BF-15104

DEPARTMENT: SUBARU 7107

DATE: SEPTEMBER 01, 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 inconsistently performed point to point system and comparing to master sample during process, last **August 28, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nag-iisa lang po ako sa appearance that time, palagi po kasing umaaalis ang paksa ko. Nagkitaon po na tinalakan na po at sa kagustulan ko po na mapabilis kanti kanti nag inspect po ako sa position ng paksa ko at dun po ako naki ta ng i-alert. bale comparing to master sample lang po ang ginawa ko at hindi po ako nag point to point system

NOTE: You may use an extra sheet as needed

JENNELYN B. TOBEO

Received by: ANGIE GOMBA

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Subaru/ 7107		Action Taken
Date / Time	August 28,2019/12:20		
Name / ID No.	Tobeo,Jemmelyn BF-15104		
Shift / Group	NS/A		
Batch No.	262		
Process	Appearance		
FAS or Agency: specify	MDHII		
Person Informed	M.Mompero		
Audited by:	D.Tiemsem		
Details			
Not following SOP Inconsistently performed point to point system and comparing to master sample during process.			