

**DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME:** MANGUIAT, JARED NICKO  
**DEPARTMENT:** HONDA 3116

**EMPLOYEE NUMBER:** BF-17853  
**DATE:** AUGUST 4, 2020

**SUBJECT:** OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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: UN-AUTHORIZED/ HIDDEN REPAIR.** Associate conduct pulling of branch due to encountered minimum dimension from center of junction to end connector, last **JULY 22, 2020.**

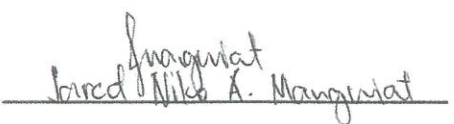
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a one day suspension for the said violation of our Employee Code of Conduct.

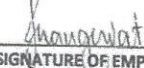


You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

**PREPARED BY:**  
  
**Emily Osorio**  
**MDHII HR COORDINATOR**

**VOTED BY:**  
  
**Michelle A. Fajardo**  
**MDHII ONSITE SUPERVISOR**

  
**Jared Nicko A. Manguiat**

**Employee's Signature Over Printed Name/Date**

RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 10, 2020</u>
DATE RETURNED TO WORK	<u>September 11, 2020</u>
SHIFT:	<u>15</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 IMMEDIATE SUPERVISOR
 CLIENT'S MANAGER	

**Received by:** ANGIE  08/26/20

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MANGUIAT, JARED NICKO**

**EMPLOYEE NUMBER: BF-17853**

**DEPARTMENT: HONDA 3116**

**DATE: AUGUST 4, 2020**

**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/ HIDDEN REPAIR.** Associate conduct pulling of branch due to encountered minimum dimension from center of junction to end connector, last **JULY 22, 2020**, 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 HR COORDINATOR**

**NOTED BY:**

**Michelle A. Fajardo**

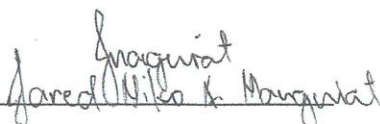
**MDHII ONSITE SUPERVISOR**

**EMPLOYEE'S EXPLANATION:**

Ako po si Jared Nicko A. Manguiat na nahuling naghihila ng harness sapagkat ito po ay nagminimum, kaya po ako ay nabuli ng alert

Sa susunod po na ito ay magshort or magminimum ay ipapatawag ko na po a batayang na po agad ako ng Jr. staff upang iparepair ito

**NOTE: You may use an extra sheet as needed**

  
**Jared Nicko A. Manguiat**

**Employee's Signature Over Printed Name/Date**

**Received by:**

  
**ANGIE T. BERNALDA 08/04/20**

**Signature Over Printed Name/Date**



# FALP WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: MAXIM

 Control No: FAIP-1A-2003-1609

<u>L. Sebastian</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

 Name: Jared Niko Mangulat  
 Position: Associate  
 ID Number: BF-17858  
 Batch No.: 299  
 Car Model/Line: Honda fold 3116

 Process: Dimension  
 Group/Shift: NC-B  
 Date/Time: JUN 22, 2020 / 2:30  
 No. of Offense: 1st  
 Superior Name: B. Lasola

 Non-compliance Reference/Document  
 Control Number:

FAIP-WI-PED-1R-044
Dimension Inspection Process

## Details of Audit Findings: un authorized repair/ hidden repair

associate conduct pulling of branch due to encountered minimum dimension from center of junction to end conn=299

## WRITTEN EXPLANATION

Nagandang araw po mam/sir ako po ay naging  
 naghihila ng harness sa kadalilangang ito ngay mag short at nagmamimimim  
 iimamhila po hindi na po mamalit, sa susunod po may mag short ulit  
 na harness ay ipapaverify kama po ito sa ausing Jr. staff at para  
 po magiend back agad ito sa gumagana nito

## REMARKS/ EVALUATION

- ☐ i-Alert written only
- ☐ Agency/FALP Written Only(based on handbook)
- ☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>J. Mangulat</u>	<u>B. Lasola</u>	<u>J. Hernandez</u>	<u>3 P. 2. P. 2.</u>	<u>1/5</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>07/24/20</u>	Date: <u>07-24-20</u>	Date: <u>7/24/20</u>	Date: <u>7/24/20</u>	Date: <u>7/25</u>