

NOTICE TO EXPLAIN

EMPLOYEE NAME: DIEZMOS, DAZIEL

EMPLOYEE NUMBER: BF- 12027

DEPARTMENT: DAIHATSU 2114

DATE: SEPTEMBER 13, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion on connector, last **August 20, 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.**

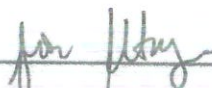
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:


/ Ako po si Daziel C. Diezmos na nag-advance insertion
kase po noon time na iyon ako po ay may support
kaya po ako ay nakapag-advance kase po delay na po kami-

NOTE: You may use an extra sheet as needed

/ 
DAZIEL C. DIEZMOS

Employee's Signature Over Printed Name/Date

Received by:


ANGIE GOMBA

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIEZMOS, DAZIEL

EMPLOYEE NUMBER: BF- 12027

DEPARTMENT: DAIHATSU 2114

DATE: SEPTEMBER 13, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion on connector, last August 20, 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 two 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

MDHII EMPLOYEE RELATION OFFICER

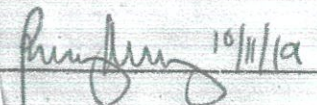
NOTED BY:


Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

45 suspension: Oct. 17 ~~23~~, 2019
18, 2019


Immediate Supervisor

Approved by:


Manager

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-4-1904-081

☒ AGENCY

Please Specify: MDHII

<u>J. Vintora</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Diezmos, Daziel
Position: Associate
ID Number: BF-12023
Batch No.: 23B
Car Model/Line: Daihatsu Bolla / 2114

Process: Sub-Asy Process
Group/Shift: 08/1A
Date/ Time: Aug. 20, 2019 / 6:30pm
No. of Offense: 1st offense
Superior Name: R. Manalo

Audit Findings: Non-compliance on Insert-Pull Method
Details: Conduct advance insertion on connector IMX40-109FF-B, wire color: Br/, R/, Gr/

WRITTEN EXPLANATION

Noong time na yun lang po ako nag-advance insert kasi dala-la kami ng nag-asub sa po na yun tapas nag-uunahing po ang partner ko sa kanila dahil nasagadong malalim po ang insertion sa JAW muncan nga po hindi kagad mainsert. Naka-down time pa po kami tapas noong time na po delay pa po. Ngayon naisip ko po na i-advance muna yung 3 insertion BR/R/GR/.

Remarks/ Evaluation:

/Sue Penalty / Issue Memo

<u>Daziel Diezmos</u> Signature of Employee Date: <u>08/21/19</u>	<u>R. Manalo</u> Jr Staff Date: <u>08/21/19</u>	<u>J. Vintora</u> Staff Date: <u>08/21/19</u>	<u>[Signature]</u> Supervisor Date: <u>08/21</u>	<u>[Signature]</u> Manager Date: <u>8/28</u>
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