

## NOTICE TO EXPLAIN

EMPLOYEE NAME: PALOMO, JOCHELLE

EMPLOYEE NUMBER: BF-10592

DEPARTMENT: MAZAD 1118

DATE: SEPTEMBER 01, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</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:** Associate not following **ANDON** rule, conduct advance taping in station 2, her original station is station 8, last **August 9, 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:

Ako po ay nakapagadvance dahil yun lang po ang nakikita kong paraan para hindi madelay agad at hindi po agad aandon. Dahil narin po sa delay ako lagi sa product ngayun at nahihiyang laging nasa dulo kaya minabuti kung umadvance kahit alam ko pong bawal. Pero ngayun...

### RECOMMENDATION

Suspension date

Oct. 8-9

Noted by: *MS* 9-12

Immediate Supervisor

Approved by: *Joselyn* 9/13.

Manager

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: PALOMO, JOCHELLE**

**EMPLOYEE NUMBER: BF-10592**

**DEPARTMENT: MAZAD 1118**

**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.**

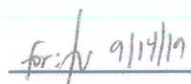
**VIOLATION COMMITTED:** Associate not following **ANDON** rule, conduct advance taping in station 2, her original station is station 8, last **August 9, 2019**.

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.

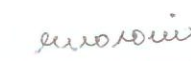
In view of this, you are hereby given Two days suspension for the said violation of our Employee Code of Conduct.

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:**  for: 9/14/19  
**Ms. Chady Dosono**  
**MDHII BRANCH MANAGER**

 PALOMO, JOCHELLE P. / 09/04/19  
**Employee's Signature Over Printed Name/Date**

 Received by: EMILY L. OSORIO  
**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-14-1908-7912

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AGENCY

Please Specify: MDHII

<u>John</u> <u>L. Melano</u>	<u>S. Magadia</u>
Audited By:	Noted By:

Name: Palano, Jochelle  
Position: Associate  
ID Number: BF-10592  
Batch No.: 220  
Car Model/Line: mazda 11118

Process: Assembly Process  
Group/Shift: NS / A  
Date/ Time: August 09, 2019 / 1:35 PM  
No. of Offense: 2nd Offense  
Superior Name: X. Kalaw

Audit Findings: Not Following ANDON Rule

Details:

Conduct advance taping in station 2, her original station is station 08.

## WRITTEN EXPLANATION

Kaya po ako ay nakapag-advance dahil lagi po akong  
delay sa product po na iyon. Nahihiya lang din po akong  
mag andon ng mayat-maya at paulit-ulit. Hindi ko na  
po wulitin ang pag-aadvance at sumana na po ako sa  
Andon Rule

## Remarks/ Evaluation:

Written. We will be issuing penalty next time.

<u>[Signature]</u>
Signature of Employee
Date: <u>08/10/19</u>

<u>[Signature]</u>
Jr Staff
Date: <u>8-10-19</u>

<u>[Signature]</u>
Staff
Date: <u>8-10-19</u>

<u>[Signature]</u>
Supervisor
Date: <u>08/10/19</u>

<u>[Signature]</u>
Manager
Date: <u>8/14</u>