



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: JUDY ROSE PERMEJO

EMPLOYEE NUMBER: BF-10220

DEPARTMENT: SRZUKI 013

DATE: DECEMBER 13, 2018

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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; Negligence or carelessness in the performance of work.

VIOLATION COMMITTED: Non-compliance on SOP of Appearance Inspection pull method last December 4, 2018, which subjects you for 7-15 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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER

RECOMMENDATION

* 2 days suspension

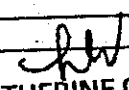
(DA - 10-11-2019)

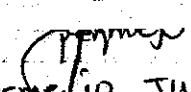
Jan. 22-23, 2019

Noted by:


Immediate Supervisor

Approved by:


KATHERINE O. CABRERA
Manager


Permejo JUDY ROSE

Employee's Signature Over Printed Name/Date

Received by:

 9/11/2019
Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Mechanizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: JUDY ROSE PERMEJO

EMPLOYEE NUMBER: BF-10220

DEPARTMENT: SUZUKI 813

DATE: DECEMBER 13, 2018

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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; Negligence or carelessness in the performance of work.

VIOLATION COMMITTED: Non-compliance on SOP of Appearance Inspection pull method last December 4, 2018.

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 Jan. 16-17, 2019 suspension (2 days) 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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Ghady Dosono
MDHII BRANCH MANAGER

Received by:

 1/16/2019

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

Control No: 527-A-18

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<u>J. Amador</u> Audited By:	<u>G. MAGANIA</u> Noted By:
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Name: Judy Rose Permejo
Position: Associate
ID Number: BF-10220
Batch No.: 213
Car Model/Line: 75B I/R /5113

Process: Appearance inspection
Group/Shift: A/NS
Date/Time: December 04, 2018 15:40 AM
No of Offence: 1st
Superior Name: J. Bottom / K. Vivar

Audit Findings: Non-compliance on SOP of Appearance Inspection

Details: Inspector did not conduct comparison on master sample. Third times caught in act conducting visual checking but did not use the master sample. Concerned associate already oriented before about the rule since she had previous customer claim. (Claim attached on Worry Branch)

Note: Master sample is good

aminado po ako sa ating kabalagan, alam ko pong mali iyon ngunit pinagpatulay ko parin po, paumanhin sapagkat ating nakarandang on o nakababayan ang ganong gawain sa pagcivamula palamang na ating QT. ngunit noong dumating ang aming customer claim dahil sa ating kabalagan ay nag aral na alsa kung paano ang tamang pag inspect pero noong gabi na po iyon na nahuli po ako ay nagawa ko po iyon dahil sa sobrang delay at bago po ako ang kapartner ko kaya po iyon pagawit ngunit alam ko naman po kung paano sumunod o ang pagtama sa pag inspect dahil sa takot na maulit ang customer claim dahil kabalagan

Pull and in when encountered delay. Follow max sets.

Expert & Jr. Staff will / should support the delay.

Please Issue I/R

Peter Judge
Signature of Employee
Date: 12-06-18

Emmanuel Batron
Jr Staff
Date: 12-06-18

Rmd Wren
Staff
Date: 12-06-18

R. Batron
Supervisor
Date: 12-6-18

K. Vivar
Manager
Date: 12/8/18

