

NOTICE OF DECISION

DATE OF SUSPENSION:	March 19, 2021
DATE RETURNED TO WORK	March 20, 2021
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR: <i>[Signature]</i>	
SIGNATURE OF EMPLOYEE	
FOR: <i>[Signature]</i>	
APPROVED BY:	<i>[Signature]</i> IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kumitaw pagkatapos ng suspension date.	

Emp No	BF - 16857	Date Prepared	
Employee Name	UMBAL VENNY ROSE	Case Ref. No.	F-001-02-0444
Position	Production Associate	Employment Status	Regular
Dent/Section	QA		

Details of Offense:

Article No.	VIII
Section No.	VII
Article Code	OFFENSES AGAINST WORK / BUSINESS STANDARD
Article Description	FAILURE TO FOLLOW BUSINESS STANDARDS OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT TO DAMAGE OF COMPANY PROPERTY
Nature of Offense	NON-COMPLIANCE OR FAILURE TO FOLLOW THE STANDARD OPERATIONAL PROCEDURE IN INSPECTING
Number of Offense	1ST OFFENSE
Applicable Penalty	1-6 DAYS SUSPENSION

Incident Summary

Non-compliance or failure to follow the standard operational procedure in inspecting the product, due to major outflow date defect outflow on Jan. 12, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☐ Written Warning
☒ Suspension Without Pay for

1 days starting from March 19 to 19

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by:
[Signature]
Emic L. OSORIO

Approved by:
[Signature]
FLORIAN TAYAGAN

Received by:
[Signature] Feb. 13, 2021

Employee Signature/Date



NOTICE TO EXPLAIN

			DATE	02/13/21	
EMP. NAME	UMBAL, JENNY ROSE	CASE NO.	F-2021-02-0244		
POSITION	Production Associate	EMP. NO.	BF-14857		
CLIENT	FAS	DEPT/SEC	QA		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p> <p>Alleged Violation (s): (please indicate all possible infractions)</p>					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST WORK / BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURE WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR MAY	1ST	1-6 DAYS SUSPENSION
Specifically and in detail the infraction was:			NOT RESIST TO COMPLAINT OR COMPLAINT		
Based on the submitted Incident Report/document:			REPEATED		
<p>Associate was audit due to failure to follow the standard operational procedure in inspecting the product, major outflow on FAP Deck audit claim, January 12, 2021, late defect outflow.</p>					
Attachment (if any):					
Prepared by			Noted by:		
Emie L. DSONIO			Michelle A. Fajardo		
Employee's Acknowledgement					
Signature/Date/Time Feb. 13 - 21					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



MEMORANDUM CONTROL NO. F-2021-02-0644

Details of Explanation: Abuse of authority violation misconduct negligence breach of contract

Senny Rose Umbal
Signature over Printed Name


Emile J. ASORIO

n/a
Admin Officer

FLORIAN K. P. H. W. W.

Branch Manager

MDHII Remarks:

 **MASTER COPY**

Copy No. 170

DC 170

Date 170

VALID ONLY if it is RED

FOR SUSPENSION



WRITTEN EXPLANATION

DATE 02/10/21
NAME Jenny Rose Untal
CATEGORY/AGENCY Maxim ID NUMBER: BF-16557
LINE NUMBER and SHIFT 5101 SHIFT A
DATE HIRED August 29 2019
PROCESS Quality Assurance
VIOLATION/DEFECT Missing Direct tape

EXPLANATION

Ako ay magsupport sa line 2 5102 Dahil ce ang mag nanameplate at ako ay kanyang ginhihan na doon Mona ako hindi pa ako natatapos na sulatin ang harness na naka latag ay egeid sigang dumating tinapos ko lamang ang pag susulat ce umalis na ako ang pagkakamali ko ay hindi ko nasabi na kanya na wala pang necktagay (nang) na passed tape na sigang nagging dihihan upang magkaroon ng outflow.

Remarks: Base on handbook: C. offense against work/business standard

* Non compliance or failure to follow the standard operational procedure in inspecting the product.

For DA due to major outflow on FAP Dock Audit claim.

Date defect outflow: Jan. 12, 2021

Jenny
L. MINOR 2/10
QA-SV

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Sign of Employee

ISSUED BY:

Jr. Staff

CHECKED BY:

Staff

VERIFIED BY:

Supervisor

[illegible]