



NOTICE TO EXPLAIN

EMPLOYEE NAME: EVANGELISTA, SHAINNE ANNE L.

EMPLOYEE NUMBER: BF-12538

DEPARTMENT: HONDA (3109)

DATE: JANUARY 10, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 output instructions or work practices which may not result to damage of company property.

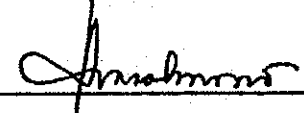
VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (wrong insertion) last January 06, 2018.
, which subjects you for 1 to 6 Days Suspension.

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

EMPLOYEE'S EXPLANATION:

Hindi koaman akalain mapuputol yung wire sa connector sa aking pagikot po kasi po tingnan ko lang naman po. nang urabi po sa akin ng aking ka line na tangles raw po kasi po sinusub ko din po kasi yun pag absent nya. o ibang product na po ang sinusub nya. Pero Hindi po ako ang naka wrong Insert po nun ang pagkakalalam ko po ay Tangles.

RECOMMENDATION

* 1 day suspension

(Jan. 29, 2019)

Noted by:



Immediate Supervisor

Approved by:


Manager



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EVANGELISTA, SHAINÉ ANNE L.

EMPLOYEE NUMBER: BF-12538

DEPARTMENT: HONDA (3109)

DATE: JANUARY 10, 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 output instructions or work practices which may not result to damage of company

VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (advance insertion) last December 02, 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.

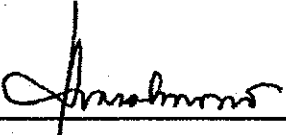
In view of this, you are hereby given a 1 day suspension (Jan. 21, 2019) the said violation of our Employee Code of Conduct.

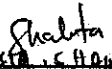
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Ghady Dosono
MDHII BRANCH MANAGER


EVANGELISTA, SHAINÉ ANNE L. 01-14-19

Employee's Signature Over Printed Name/Date

Received by:

 01/14/19
Signature Over Printed Name/Date

Shaina Evangelista - wrong insert

3109

Ma'am/Sir,

Good day!

Please be informed that we are encountered problem of our 2 associate. Please see information below:

Employee Name: Cecillia Gutierrez
Employee No./Agency: BF-12538/Maxim
Car Maker/Line No./Shift: Honda/ Line 3109/ Shift B
Process: Sub Assy
Remarks: Allocated for TKRA (PPET member)

Employee Name: Meldred Perez
Employee No./Agency: 18_PK28677/PKIMT
Car Maker/Line No./Shift: Honda/ Line 3109/ Shift B
Process: Sub Assy

BF-12538 / Honda 3109

Around 11:50 pm, during breaktime 2 of our associates are stayed in the line. Shaine Evangelista noticed red tag and asked Mildred what's the NG. and she said it was tangled wire but the real NG is wrong insert, Shaine checked the sub wire by twisting the shikakari inserted on connector but it was accidentally pulled out and the terminal left on connector.

Both associates are violating the rule.

Shaine Anne Evangelista failure to follow business standard resulting to damaged company property.
Meldred Perez giving wrong information.

Thank you very much!

Best regards,
Angelica Vergara

Shaine Evangelista - wrong insert

3109