



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NAVARRO, ROMMEL

EMPLOYEE NUMBER: BF-14436

DEPARTMENT: SUZUKI 5116

DATE: OCTOBER 17, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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.**

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 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:

Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono
MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 10, 2019</u>
DATE RETURNED TO WORK	<u>Dec. 11, 2019</u>
SHIFT:	<u>DS</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>09757323403</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	IMMEDIATE SUPERVISOR
<u>Angie T. Gomba</u> CHIEF'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

Rommel M. Navarro

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/6/19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: NAVARRO, ROMMEL

EMPLOYEE NUMBER: BF-14436

DEPARTMENT: SUZUKI 5116

DATE: OCTOBER 17, 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: NOT FOLLOWING SOP. Clamp attached on registered ball pen last **September 14, 2019**, which subject you in **1 to 5 days of 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:


Angie T. Gomba
MDHII HR COORDINATOR

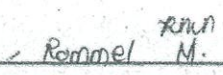
NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ipagpaumanhin po ninyo ang paglalagay ko ng clamp 1482 sa registered pen ng size 2. Wala pa po karing harness noong mga arar na iyon, kaya po nag feed back po ako sa size 2 tapos po napahunga na po ako at napagtripon ko po ang clamp at ang pen. Forencya na po sa ating nagawa hinding hindi ko na po ulitin.

NOTE: You may use an extra sheet as needed


Rommel M. Navarro
Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 10/17/19
Signature Over Printed Name/Date



ALERT WRITTEN EXPLANATION

FAS

Control No: #AIR 1A-1909-1230

☐ AGENCY

Please Specify: MDH II

 D. J. Emerson	 G. Magadia
Audited By:	Noted By:

Name: Navarro, Rommel

Process: Shiag

Position: Associate

Group/Shift: DC/A

ID Number: BF - 14436

Date/ Time: 09-14-19 / 01:29 pm

Batch No.: 251

No. of Offense: 1st

Car Model/Line: Suzuki / 514

Superior Name: R. Gamboa

Audit Findings: clamp attached on registered ball pen.

Details:

WRITTEN EXPLANATION

Ipapamantnin pa ninyo ang paglalagay ko ng clamp 1032 sa registered pen ng chinge 2. Wala pa po kasi akong hammer naong oras na iyon, kaya po nag feed back po ako sa chinge tapos po nappahunta na po ako at napagtripan ko po ang clamp at ang pen. Parengya na po sa aking nagawa hindi ko na po ulitin.

Remarks/ Evaluation:

7 Remind them the importance of parts
7 And ALSO DON'T WASTE THE PARTS

JMN
 Samuel M. Nardone
 Signature of Employee
 Date: 10-04-19

Rowena Gambor
Jr Staff
Date: 10-4-19

DR: JUDITH CONNELL
Staff
Date: 10-04-2019

m. Pina
Supervisor
Date: 10-02-13

Signature: *[Signature]*
 Date: 10/08/19