



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACATANGAY, MARY GRACE

EMPLOYEE NUMBER: BF-16630

DEPARTMENT: ~~SUBARU~~ 7103

DATE: JANUARY 22, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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.**

VIOLATION COMMITTED: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion of wire during DOTSU open on connector YSN/YSN-18M on wire color, last **November 8, 2020**.

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 6 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Aug. 17-22</u>
DATE RETURNED TO WORK	<u>Aug. 24, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date o kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]

MARY GRACE MACATANGAY 01-17-2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-17-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN**EMPLOYEE NAME: MACATANGAY, MARY GRACE****EMPLOYEE NUMBER: BF-16630****DEPARTMENT: SUBSBU 7103****DATE: JANUARY 22, 2020****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 instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion of wire during DOTSU open on connector YSN/YSN-18M on wire color, last **November 8, 2019**, which subject you in **6 to 10 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

MDHII HR COORDINATOR

NOTED BY:

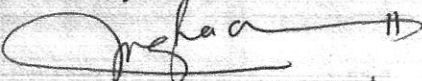
Ms. Chady Dosono

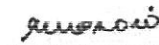
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

MAGNUSO - OPEN PO JUNE PC NAIMN HINDI PO AGAD NAGPATAH
 NB STAFF EXPERT ANG PC KALI PO INKO DELAY NURE MAGNUSO - OPEN
 PO ANG TERMINAL PO AT NAYOC PO NAIMN NB INSERT HINDI PA PO
 NAGPATAH ANG PC NAIMN SA JULIAD NA PO KAMI SA RULES AND
 REGULATIONS.

NOTE: You may use an extra sheet as needed


 MARY GRACE MACATANGAY 02-17-2020

Received by: 
 EMILY L. OSORIO

Employee's Signature Over Printed Name/Date**Signature Over Printed Name/Date**

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: JAW-18-1911-2153

☐ AGENCY

Please Specify: NWII

<u>M. Taanan</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Mary Grace Macatangay

Process: Sub assy

Position: Associate

Group/Shift: NG/E

ID Number: 07 14630

Date/Time: Nov. 8, 2019 / 11:50

Batch No.: 237

No. of Offense: 1st

Car Model/Line: Subaru 1103

Superior Name: M. Bolante

Audit Findings: Non compliance on Insert Pull Method

Details: Conduct advance insertion of wire during Dotsi OPEN on item 704/705-18M on

wire color: R/G/B

WRITTEN EXPLANATION

NAGDOTSI OPEN PO YUNG PC NAMIN HINDI PO AGAD
NAPATAY NG JR. STAFF / EXPERT KALI PO PAKO DELAY KAMI NUNG
NAGDOTSI OPEN PO ANG TERMINAL AY MAYA PO NAMIN NG INSERT
HINDI PA PO NAPATAY ANG PC NAMIN. SUMUND NA PO KAMI
SA RULE AND REGULATION.

SA SUMUND PO NA MAGDOTSI OPEN ANG PC MACHINERY
NA PO KAMI NG EXPERT / JR. STAFF PARA PO PATAYIN ANG PC.
NANGANGAKO PO NAMING HINDI NA PO NAMIN NUNDA AT
SUMUND NA PO KAMI SA STEP BY STEP AT RULE AND
REGULATION.

Remarks/ Evaluation:

6 day suspension

[Signature]
Signature of Employee
Date: 11-15-19

J. Macatangay
Jr Staff
Date: 11-15-19

M. Bolante
Staff
Date: 12-04-19

[Signature]
Supervisor
Date: 12/06/19

[Signature]
Manager
Date: 12/6