

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TOBEO, JENNELYN

EMPLOYEE NUMBER: BF-15104

DEPARTMENT: SUBARU 7107

DATE: November 18, 2019

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. Inspector did not follow the proper way of checking connector dated last **September 26, 2019.**

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 six 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION <u>Jan 13, 18</u>	
DATE OF SUSPENSION:	<u>Oct 16-18, 2019</u>
DATE RETURNED TO WORK	<u>Jan 20, 2020</u>
SHIFT:	<u>DS A</u>
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
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JENNELYN O. TOBEO

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE T. GOMBA

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: TOBEO, JENNELYN

EMPLOYEE NUMBER: BF-15104

DEPARTMENT: SUBARU 7107

DATE: November 18, 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 instructions or work practices which may or not result to damage of company property.**

VIOLATION COMMITTED: NON-COMPLIANCE. Inspector did not follow the proper way of checking connector dated last **September 26, 2019** which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:


making po taking mag check ng connector sa naka combined
type, Jansen sa po hindi aa po mawala

NOTE: You may use an extra sheet as needed


JENNELYN B. TOBEO

Employee's Signature Over Printed Name/Date

Received by: _____


ANGIE T. GOMBA

Signature Over Printed Name/Date

Second

I ALERT WRITTEN EXPLANATION

<input type="checkbox"/> FAS	<input checked="" type="checkbox"/> MDHII
<input type="checkbox"/> PKIMT	<input type="checkbox"/> ADD EVEN

Control No: FALP-1A-1909-1476

JR. ROYES	<i>[Signature]</i> S. MAGADIA
Audited By:	Noted By:

Name: Tobco, Jennelyn
 Position: Associate
 ID Number: BF-15104
 Batch No.: 262
 Car Model/Line: Subaru 7107

Process: Appearance
 Group/Shift: A/NC
 Date/ Time: 09-26-19 / 09:40 PM
 No of Offense: 1st / end
 Superior Name: J. Larte

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the product.
 Details: Inspector did not follow the proper way of checking connector

WRITTEN EXPLANATION

"Quality and Quantity must be equal" jago: jago ipin gata la samu sa makina. As appearance inspector, we need to follow standard operational procedure like point to point system, comparing to master sample and refer to inspection table, kung po ang binigay-kung-intensia.
 Hindi po may wasan, sa bike ng bag, dimension at BCT, sobrang tambak po paglaging ang appearance na munes ay hindi po may wasan, na hindi mag comply ng connector sa master sample (Fig-2, 4 at 1a)

Remarks/ Evaluation:

written only

penalty - written warning

Based on Hand Book, non-compliance on inspecting the product is Letter D. But we use C. Offense against work/business standard. At least give penalty (suspension)

<i>[Signature]</i> Signature of Employee Date: <u>09-27-19</u>	<i>[Signature]</i> C. Perillon Jr Staff Date: <u>10-24-19</u>	<i>[Signature]</i> Staff Date: _____	<i>[Signature]</i> Supervisor Date: <u>11-04-19</u>	<i>[Signature]</i> Member Date: <u>11/7</u>
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