

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DEL PRADO, ALVIN

EMPLOYEE NUMBER: BF-13222

DEPARTMENT: HONDA 3115

DATE: January 29, 2020

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.**

VIOLATION COMMITTED: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advanced insertion on conn-YSN -14f-6 & HSE/YSN 29-25f dated last **November 18, 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 One day suspension for the said violation of our Employee Code of Conduct.


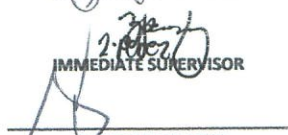
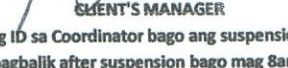
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: for: *Angie T. Gomba*
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: _____
Michelle A. Fajardo
MDHII HEAD COORDINATOR

Alvin Del Prado / Jan. 30, 2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>March 9, 2020</u>
DATE RETURNED TO WORK	<u>March 16, 2020</u>
SHIFT:	<u>PM</u>
NEED FOR DEFERRED:	<u>YES</u>
	
SIGNATURE OF EMPLOYEE	
	
APPROVED BY: IMMEDIATE SUPERVISOR	
	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension dati kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: *EMILY L. OSORIO* 01-2020-00

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DEL PRADO, ALVIN

EMPLOYEE NUMBER: BF-13222

DEPARTMENT: HONDA 3115

DATE: January 29, 2020

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advanced insertion on conn-YSN -14f-6 & HSE/YSN 29-25f dated last **November 18, 2019** which subject you to **1 to 5 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: for: gombas

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Kopo po si ALVIN DEL PRADO na Honda sa pahalang na
1-KLERT na pagkakatapos sa kagagalingan ng kanya kopo sa pahalang
na kagagalingan na yung INSERT BYANG WIRE kanya po na INSERT
kanya po kagad yung kagagalingan na WIRE. Ipagpapaliwanag
po kanya na kanya kagad.

NOTE: You may use an extra sheet as needed

ALVIN DEL PRADO / JAN-30, 2020

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO 01-30-2020

Signature Over Printed Name/Date



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1911 0199

☐ AGENCY

Please Specify: MDH

	
Audited By:	Noted By:

Name: alvin del Prado
 Position: associate
 ID Number: B+19222
 Batch No.: 200
 Car Model/Line: Honda 3115

Process: subassembly
 Group/Shift: BL 1A
 Date/Time: Nov 18, 2019/9:05
 No. of Offense: 1st
 Superior Name: P. Puno

Audit Findings: Non Compliance on Insert Pull method

Details:

associate conduct advance insertion on conn. 15N-1A - G 2 HSE / 15N 27-31

WRITTEN EXPLANATION

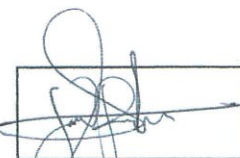

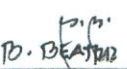


ako po si ALVIN DEL PRADO NG HONDA 3115 AY
NA AUDIT NG I-ALERT SA KADAHILANG NA ADVANCE INSERTION
PO AKO, DAHL KAYA KOPO AY DAHL NG KAPATNER KO YUNG
SB/NA WIRE, KAYA PO NA INSERT KONA DIO YUNG PUL NA WIRE.

COUNTER MEASURE:

IPAGPATUNAYIN PO DUNO XUG XING NAGAWA SA SUSUNOD
PO AY HINGIN MUNA AKO SA PC BAGO KO PO INSERT ANG
SUSUNOD NA WIRE. AT SUSUNOD KADIN PO AKO SA SOP.

Remarks/ Evaluation:

Issue Penalty based from FAUP Handbook.

				
Signature of Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>11-20-19</u>	Date: <u>11-20-19</u>	Date: <u>11/20</u>	Date: <u>11/20</u>	Date: <u>11/21</u>