



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GARCIA, RUSTOM

EMPLOYEE NUMBER: BF-13391

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate no sample of connector picture on sub assembly process but still in good on check sheet, last **July 18, 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 3 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: Emily L. Osorio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE COORDINATOR

Rustom A. Garcia September 11, 2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	September 15, 2020
DATE RETURNED TO WORK	September 16, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY: <u>KATHERINE O. CABRERA</u>	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GARCIA, RUSTOM

EMPLOYEE NUMBER: BF-13391

DEPARTMENT: SUZUKI 5117


DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate no sample of connector picture on sub assembly process but still in good on check sheet, last **July 18, 2020**, which subject you in **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 this shall be the basis of the Management's decision.

PREPARED BY: 

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: 


Michelle A. Fajardo

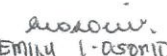
MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

— tama naman po ang fill up ko, nag kataon lang
po na ang sample connector picture ay nasa bagang ng
mag propocess po ako. Sakto po ar naman po na dumating
ung 1 Alert. kaya po pinaliwanag ko naling po. sa kanila.
di lang po ako tumawag ng mag Aaden.
Ako po si Ruston Garcia ay nangangato na
di na po mauulit at gagamit na po ng sample connector picture

NOTE: You may use an extra sheet as needed


Ruston Garcia September 11, 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: FALP-1A-2009-1447

☐ AGENCY

Please Specify: MDH

<u>A. Garcia</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Ruston Garcia
 Position: Associate
 ID Number: BT-13301
 Batch No.: 251
 Car Model/Line: Suzuki / 517

Process: Sub assy
 Group/Shift: MS-A
 Date/ Time: July 18, 2020 / 9:10
 No. of Offense: 1st
 Superior Name: M. VIKUA

Non-compliance Reference/Document
 Control Number:

Details of Audit Findings:

good on check sheet

No sample connector picture on sub assembly process but still

WRITTEN EXPLANATION

Ako po si Ruston Garcia na Audit nang July 18, 2020 sa maling pag fill up ng check sheet. tama naman po fill up ko kaso nang nag papatak ng hali na nan laglag o natanggal ang m/c picture na connector. Diko lang napagayasan kaso delay po ang sub na un kaga po ping baygan ko nlang nawalang picture. baka ko naman po pagayasan nang kaga.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>July 29, 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>7/29/20</u>	<u>[Signature]</u> Staff Date: <u>8/1/20</u>	<u>[Signature]</u> Supervisor Date: <u>8/6/2020</u>	<u>[Signature]</u> Manager Date: <u>8/11/20</u>
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