

## NOTICE TO EXPLAIN

EMPLOYEE NAME: NOBLIFRANCA, RAYMOND

EMPLOYEE NUMBER: BF-13970

DEPARTMENT: HONDA 3115

DATE: JULY 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY <sup>2nd</sup> ~~3rd~~ OFFENSE <sub>to</sub>

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:** Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO, last **July 11, 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: revised

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for May  
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nagawa po po iyon dahil nag cheat  
it has

## RECOMMENDATION

Suspension date

2nd offense

6x days suspension

Aug. 13, 14, 15

16, 17, 19

August 18 - August 24, 2019

change are to

late information  
to employee

Approved by: [Signature]

Manager

Noted by: [Signature]

Immediate Supervisor

Name/Date

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NOBLIFRANCA, RAYMOND

EMPLOYEE NUMBER: BF-13970

DEPARTMENT: HONDA 3115

DATE: JULY 18, 2019

### 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:** Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO, last **July 11, 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: Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

RAYMOND J. NOBLIFRANCA

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 07-23-19

Signature Over Printed Name/Date







FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT  
(NS - Mheng Marquez)

Date: July 11, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for improvement	OK	Action Taken	Category	Operator / Other Concern Person	Staff Concern	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
1	7/11/2019	Honda line 3115			Associate not conduct insert pull method doing advance insertion during process in subassy, might cause of wrong insert and TBO	NS	Informed junior staff regarding this matter and advised associate to follow SOP in subassy process	SOP	 Raymond Nobilitancia-Maxim	N/S	Lovely Grace Catapang	Honda	Sir Jhe	for monitoring