

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MASONGSONG, REGINE**

**EMPLOYEE NUMBER: BF-11781**

**DEPARTMENT: SUBARU GC7 7105**

**DATE: JULY 27, 2019**

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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:** Associate not following **SOP**, lay-out associate hanged sub wires on sub assembly jig, last **June 24, 2019**, 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 thus shall be the basis of the Management's decision.

**PREPARED BY:** 

**Emily L. Osorio**

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** 

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

Ako po si Regine Masongsong ay naandit na  
indirect sa kumakilahang nagabit po ako ng wir

### RECOMMENDATION

Suspension date

Aug. 30, 2019

**Noted by:** 

**Immediate Supervisor**

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

**Approved by:** 

**Manager**

**Signature Over Printed Name/Date**

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** MASONGSONG, REGINE

**EMPLOYEE NUMBER:** BF-11781

**DEPARTMENT:** SUBARU GC7 7105

**DATE:** JULY 27, 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 following **SOP**, lay-out associate hanged sub wires on sub assembly jig, last **June 24, 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 \_\_\_\_\_ 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**

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** 

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

 07/14/19  
**MASONGSONG, REGINE**

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

**Received by:**  **EMILY L. OSORIO** 8/16/19

**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1906-360

☒ AGENCY

Please Specify: MDH II

<u>C. REDONDO</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: MASONGSONG, REGINE  
Position: ASSOCIATE  
ID Number: BF11781  
Batch No.: R36  
Car Model/Line: SUBARU 1705

Process: LAY-OUT PROCESS  
Group/Shift: NS/B  
Date/ Time: JUNE 24, 2019/11:00 PM  
No. of Offense: 1ST OFFENSE  
Superior Name: J. LUNAR

Audit Findings: NOT FOLLOWING SCP

Details:

> LAY-OUT ASSOCIATE HANGED SUBWIRES ON ASSEMBLY JIG

## WRITTEN EXPLANATION

I hanged subwires on assembly jig because I'm delay on my process. For me its must because getting subwires in different hanger of sub-assy station makes me to delay or down time. In my process thats why I get all the subwires and hangeel it into assembly jig.

## Remarks/ Evaluation:

Hanging of sub-wire on sub-assy jigs can cause damaged insulation or cut wire.

→ Please correct your mindset.

→ please Issue Penalty

Masongsong  
Signature of Employee  
Date: 6/27/19

J. Lunar  
Staff  
Date: 6/27/19

N. Luna  
Staff  
Date: 7/8/19

[Signature]  
Supervisor  
Date: 7/9/19

[Signature]  
Manager  
Date: 7/11