

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VELASCO, ROSLYN

EMPLOYEE NUMBER: BF-37746

DEPARTMENT: HONDA TKRA 3128

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

RECOMMENDATION:

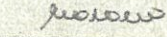
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**


VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate conduct multiple picking of clamp, last **September 22, 2020.**


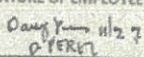

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

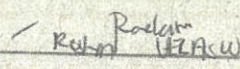
In view of this, you are hereby given a **WRITTEN WARNING** for the said violation of our Employee Code of Conduct.

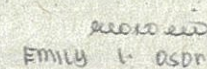
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

REPAIRED BY: 
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: 
Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 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.	

 / Nov. 17
Employee's Signature Over Printed Name/Date

Received by:  EMILY L. OSORIO
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: VELASCO, ROSLYN

EMPLOYEE NUMBER: BF-37746

DEPARTMENT: HONDA TKRA 3128

DATE: NOVEMBER 15, 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 conduct multiple picking of clamp, last September 22, 2020, which subject you in WRITTEN WARNING.

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: msosorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: pr. En

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

ako po si Roslyn Velasco na mawala sa kumita ng matatag na clamp
ng labay-labay sa kabalutanan sa ay magawa ko bilang dahil kami
po ay waring delay na at ang alam ko po ay pwede ito dahil itang
kasi lamang ang paglalagay nito.
Naghiwalat na po ako sa tanong na paghiwalat ng clamp at
nangangata po ako na hindi na muling mawala po.

NOTE: You may use an extra sheet as needed

Pr. Roslyn Velasco / Nov 17

Employee's Signature Over Printed Name/Date

Received by: msosorio
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MD411

Control No: FALP-1A-2009-3750

Name: Rodriguez Velasco
Position: Associate
ID Number: BE 37341
Batch No.: 326
Car Model/Line: Honda TRX 3128

Process: Assembly Process
Group/Shift: DLA
Date/Time: Sept 22 2020 10:15
No. of Offense: 1st offense
Superior Name: R. Reyes

<u>J. Pineda</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document
Control Number:

Details of Audit Findings: Not following SOP: audits conduct multiple picking of clamp

WRITTEN EXPLANATION

AKO PO SI Roshn Velasco Honda TRX 3128 NA DABUON NA
KUMUNA NA 3 PARTS NA LARAY SABAY DI KO PO ALAM NA PUNAL NAH
NAGKAKALARA NA YUNG CLAMP NA KINARA KO
GUSUNOD NA PO AKO SA SOP / HANAP PROSES NA PABUNRA NA CLAMP
DI KO NA PO NAKITA

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>Rodriguez Velasco</u> Employee Date: <u>10-5-20</u>	<u>R. Reyes</u> Jr Staff Date: <u>10/8/20</u>	<u>J. Pineda</u> Staff Date: <u>10/9/2020</u>	<u>Pang Lino</u> Supervisor Date: <u>10/12</u>	<u>[Signature]</u> Manager Date: _____
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