

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TOLENTINO, RIZA

EMPLOYEE NUMBER: BF-12894

DEPARTMENT: DAIHATSU 2102

DATE: November 18, 2019

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 did not use COT JIG during process dated last **October 22, 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: \_\_\_\_\_

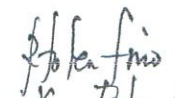
  
**Angie T. Gomba**

**MDHII HR COORDINATOR**

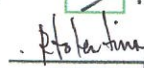


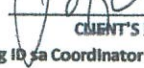
NOTED BY: \_\_\_\_\_

**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

  
**Riza Tolentino**

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 16, 2019
DATE RETURNED TO WORK	January 17, 2019
SHIFT:	b
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID ya Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:  **MARY ALANIS PRADO** 11-20-19

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: TOLENTINO, RIZA

EMPLOYEE NUMBER: BF-12894

DEPARTMENT: DAIHATSU 2102

DATE: November 18, 2019

### 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 did not use COT JIG during process dated last **October 22, 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: \_\_\_\_\_

Angie T. Gomba

MDHII HR COORDINATOR

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

Michelle A. Fajardo

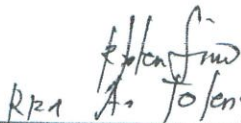
MDHII HEAD COORDINATOR

### EMPLOYEE'S EXPLANATION:

Ako po si Riza A. Tolentino ng Daihatsu line 2102 ay nagulat ng iaklat nang  
Octubre 22, 2019 dahil hindi po ako nagamit ng COT JIG habang nagkakatib ng Arcof sa wire  
nagkakatib po na waiting po ako dahil wala pang lay-out. kaya nagpa-lam muna po akong  
mag CR. pagbalik ko po ay natakbo. napa ulit ang conveyor sa pagmamadali ko po nalimutan  
kopong kahanin ang COT JIG sa pinaglagyan ko. Noon po ako nakita ng iaklat ngmit  
naman po ako ng COT JIG. Nagkakatib lang po na bigla ay nalimutan ko na.

Sa susunod po kabit nagmamadali ako dito mpo kakalimutan na gamamit ng COT JIG  
Humihingi po ako ng inyong matibak na pang-unawa. Salamat po...

NOTE: You may use an extra sheet as needed

  
Riza A. Tolentino

Employee's Signature Over Printed Name/Date

Received by: MARY A. ANIS PRADO 11-20-19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAUP-1A-1910-1904

☒ AGENCY

Please Specify: MOHII

<u>Jabara</u> CARATANA	<u>G. Magadia</u>
Audited By:	Noted By:

Name: TOLENTINO, RIZA  
Position: ASSOCIATE  
ID Number: BF12894  
Batch No.: 255  
Car Model/Line: DAIHATSU 12K2

Process: ASSEMBLY PROCESS  
Group/Shift: DS18  
Date/ Time: OCTOBER 22, 2019/12:55  
No. of Offense: 1ST OFFENSE  
Superior Name: J. REYES

Audit Findings: NOT FOLLOWING SOP

Details: DID NOT USE COT JIG DURING PROCESS

## WRITTEN EXPLANATION

Ako po si Riza Tolentino ng DAHATSU LINE 2102 ay na odit ng i alert noong October 22, 2019 dahil hindi po ako nagamit ng cot jig habang nagkakabit ng arcot sa wire nagkitaon po na waiting po ako kasi wala pang lay-out kaya nagpaalam muna po atong mag CR. Pagbalik ko po ay hatako nAPO ulit ang conveyer sa pagmamadali ko po nalibutan ko pang kulanin ang cot jig sa pagtatagay ko. Noon po ako nakita ng I ALERT nagamit naman po ako ng cot jig nagkitaon hing po na baka ay nalimutan kong.

Sa susunod po kabit nagmamadali ako diko nAPO kalamutan na gumamit ng cot jig. Humihingi po ako ng inyong malawak na pang-inaapag.

## Remarks/ Evaluation:

Written warning

Issue penalty based on FAUP Handbook

R. Tolentino  
Signature of Employee  
Date: 10-25-19

J. Reyes  
Jr Staff  
Date: 10-25-19

J. Reyes  
Staff  
Date: 10-25-19

S. Magadia  
Supervisor  
Date: 10-25-19

G. Magadia  
Manager  
Date: 10/25