

## NOTICE TO EXPLAIN

**EMPLOYEE NAME:** PESIGAN, MARY JEAN

**EMPLOYEE NUMBER:** BF-11739

**DEPARTMENT:** DAIHATSU 2105

**DATE:** AUGUST 04, 2019

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</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**, did not conduct point to point system and not comparing master sample, last **July 25, 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:** 

**Emily L. Osorio**

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** 

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

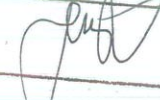
*pasensya na po kung hindi po ako consistent sa pagpapaint to point  
master sample kasi po minsan na dadowntime po ako  
alam ko na po na mali*

### RECOMMENDATION

*Two day Suspension*

*Sept. 26 '19*

**by:**   
**Immediate Supervisor**

**Approved by:**   
**Manager**

**Employee's Signature**

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PESIGAN, MARY JEAN

EMPLOYEE NUMBER: BF-11739

DEPARTMENT: DAIHATSU 2105

DATE: AUGUST 04, 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.**

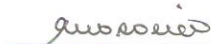
**VIOLATION COMMITTED:** Associate not following **SOP**, did not conduct point to point system and not comparing master sample, last **July 25, 2019**.

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 **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.

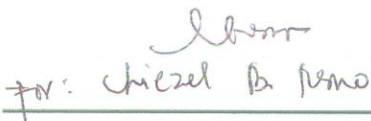
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date

  
MARY JEAN PESIGAN

Received by:


 08/13/19

Signature Over Printed Name/Date



2nd offense

## i\_Alert Audit Report

Car Model / Line No.	Daihatsu/2105		
Date / Time	July 25, 2019/09:00 pm		
Name / ID No.	Pesigan, Mary Jean/BF117396		
Shift / Group	NS/B		
Batch No.	235		
Process	Appearance		
FAS or Agency: specify	MDHII		
Person Informed	E.Savido		
Audited by:	C.Redondo		
Details			
<p><u>Not following SOP</u> Did not conduct point to point system and not comparing to master sample</p>			



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-664

☒ AGENCY

Please Specify: MDHII

<u>C. REDONDO</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: PESIGAN, MARY JEAN  
Position: ASSOCIATE  
ID Number: BF117396  
Batch No.: 235  
Car Model/Line: Daihatsu / 2105

Process: APPEARANCE  
Group/Shift: NS / B  
Date/ Time: JULY 25, 2019 / 09:00  
No. of Offense: 2ND PT OFFENSE  
Superior Name: E. SANIDO

Audit Findings: NOT FOLLOWING SOP

Details: DID NOT CONDUCT POINT TO POINT SYSTEM AND NOT COMPARING TO MASTER SAMPLE

## WRITTEN EXPLANATION

Pasensya na sa kung minsan eh hindi ako nagconduct ng point to point system at comparing sa kardahilanan pag nag ko - cause ito ng downtime sakin lalo na po kapag po kumabtan ng harness. Alam ko pag violation un ang hindi pag sumad sa standard, pero dahil po ganon sinisigurado ko naman po na GOOD ang buhat harness na ipinagapos ko. Sisikapin ko pag ipoint to point at compare ang labat ng harness na inspect ko.

Done

## Remarks/ Evaluation:

Kindly issue written warning.

Done

Issue penalty

[Signature]  
Signature of Employee  
Date: 0802/19

[Signature]  
Staff  
Date: 8/2/19

[Signature]  
Staff  
Date: 8-2-19

[Signature]  
Supervisor  
Date: 8/14

[Signature]  
Manager  
Date: 8/14

# I ALERT WRITTEN EXPLANATION

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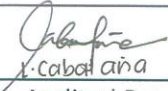
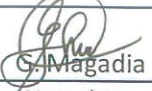
FAS

Control No: EALD-1A-1467-654

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AGENCY

Please Specify: MDHII

	
Audited By:	Noted By:

Name: Resigan, Mary Jean  
 Position: Associate  
 ID Number: BF11739  
 Batch No.: 255  
 Car Model/Line: Daihatsu / 2105

Process: Appearance  
 Group/Shift: NS/B  
 Date/ Time: July 23, 2019 10:45  
 No. of Offense: 1st Offense  
 Superior Name: S. Velasco

Audit Findings: Not following SOP

Details:

> Inconsistently performed point to point system and comparing to master sample

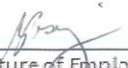
## WRITTEN EXPLANATION

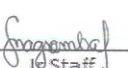
pasenyer na po kung minsan eh hindi ako nageconduct  
 ng point to point system at comparing sa kadahilanan  
 pang ng ko-cause ito ng downtime workin talo na po kapag  
 po tambakan ng harness alam ko pang violation un ang hindi  
 pagsumad sa standard pero dahil po ganoon sinisigurado ko  
 naman po na Good ang bowat harness na ipinapasok ko,  
 sisikapin ko pang ipoint to point at icompare ang label  
 ng harness sa inspect ko.


## Remarks/ Evaluation:

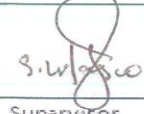
Kindly issue written warning.

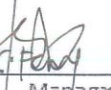
Please Issue Penalty.


Signature of Employee Date: <u>8/6/19</u>


Staff Date: <u>8/2/19</u>


Staff Date: <u>8-2-19</u>


Supervisor Date: <u>8/6</u>


Manager Date: <u>8/6</u>