



NOTICE TO EXPLAIN

EMPLOYEE NAME: SUMILLANO, LORAINÉ

EMPLOYEE NUMBER: BF- 10689

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 13, 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: Compliance Audit. Not following SOP. Associate caught not using COT jig during insertion of RCOT to wire might cause damage to wire, last **September 06, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po ay hindi sigurado sa paggamit ng COT jig, gawa po
ng ako po ay delay. Pero umulat po ng nangyari yung
gumagamit na po ako palagi ng COT jig. Parang mainat na
to na pang msa audit. ulit. umuulan na po ako sa
tamang standard na gagawin.

NOTE: You may use an extra sheet as needed

Loraine Sumillano

LORAINÉ SUMILLANO 10-14-19

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMER

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

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NOTED BY: Ms. Chady Dosono

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MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Also do my hand signed acknowledgment of COT jig, gave po

RECOMMENDATION

Suspension Date October 24-25, 2019

Noted by: Lorraine Sumillano

Immediate Supervisor

Lorraine Sumillano 10-14-19

Employee's Signature Over Printed Name/Date

Approved by: [Signature]

Manager

RECEIVED BY: [Signature]

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Gold Adherence)

Date: September 06, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Remarks for Inspection/Review	On	Action Taken	Category	Operator / Other Concern Person	Person Interviewed	Interviewer (or Model) Department	Person Charged	Status/Remarks
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09/06 NS

Suzuki line #116



Caught Associate not using COI jig during insertion of tool to wire might cause damage to wire (associate with provided COI jig during audit)

NG

Advised her to use provided jig and also informed her junior staff regarding this

SOP

Loraine Sumillano-Maxim



Rowena Gamboa

Suzuki

M'am Kath

For Monitoring