

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MARANAN, CHRISTIAN

EMPLOYEE NUMBER: BF-14053

DEPARTMENT: SUBARU 7106

DATE: OCTOBER 09, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion on connector, last **September 12, 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 1 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: for DS

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

Christian Maranan

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 10, 2019</u>
DATE RETURNED TO WORK	<u>Dec. 11, 2019</u>
SHIFT:	<u>DS A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u>
	CLIENTS MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: ANGIE B. GOMAB 11/21/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MARANAN, CHRISTIAN

EMPLOYEE NUMBER: BF-14053

DEPARTMENT: SUBARU 7106

DATE: OCTOBER 09, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advance insertion on connector, last **September 12, 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: for 

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:


ako po si christian maranan na na audit sa kadamihan
po ng sa pag mamadali ko na insert ko po agad yung blue
na Twisted na sa halip poay yung isa pang blue sa pag
mamadali ko po ay di po ako nakatingin sa pc.

diko nalang po ulitin ang pag kakamali ko po
sana po pag pasensya han nyo na po ako mawawing salamat po

NOTE: You may use an extra sheet as needed

Christian Maranan

Employee's Signature Over Printed Name/Date

Received by: ANGIE  GONDA 11/21/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: ADHII

Control No: FALD-1A-1909-126

<u>M. Dauran</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Maranan Christian
 Position: associate
 ID Number: DT 14093
 Batch No.: 299
 Car Model/Line: Subaru 7106

Process: sub assembly
 Group/Shift: 6:1A
 Date/ Time: Sept 12, 2019 6:15
 No. of Offense: 1st
 Superior Name: D. Torino

Audit Findings: Non compliance on insert pull method

Details:

associate conduct advance insertion on connector YKTSW-L124Fc Nine color H

WRITTEN EXPLANATION

Alko po si Christian maranan na na audit sa kadahilan
 po na sa pag mamadali ko na insert ko po agad yung blue na twisted
 na sa halip po ay yung isa pang blue sa pag mamadali ko po ay di po
 ako nakatitingin sa PC kaya po diko po alam na na insert ko na
 pala po ang blue na twisted na gusto ko pang maisupart ang ibang
 kaya po nag madali po ako.

di ko nalang po ulitin ai titingin na po ako sa PCs

Remarks/ Evaluation:

1 day suspension

<u>Christian</u> Signature of Employee Date: _____	<u>D. Torino</u> Jr Staff Date: <u>9/13/19</u>	<u>M. Dauran</u> Staff Date: <u>9/13</u>	<u>G. Magadia</u> Supervisor Date: <u>9/20</u>	<u>H. Magadia</u> Manager Date: <u>9/20</u>
--	--	--	--	---