

NOTICE TO EXPLAIN

EMPLOYEE NAME: SORIANO, DHENS CLAIRE

EMPLOYEE NUMBER: BF- 14239

DEPARTMENT: SUBARU 7107

DATE: SEPTEMBER 01, 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 inconsistently performed point to point system and comparing to master sample, last **August 26, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

may nang inspect po ako may portion or part po nang karnas na master sample na target

RECOMMENDATION

limitant kopo sya para makita

Suspension date

Sept. 24-25 29-7-18 16-17

Noted by: _____

Immediate Supervisor

Approved by: _____

Manager

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SORIANO, DHENS CLAIRE

EMPLOYEE NUMBER: BF- 14239

DEPARTMENT: SUBARU 7107

DATE: SEPTEMBER 01, 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: Not following SOP. Associate inconsistently performed point to point system and comparing to master sample, last **August 26, 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 Two days 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:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER



Employee's Signature Over Printed Name/Date

Received by: 
KRISTINE B. DE ROSA

Signature Over Printed Name/Date

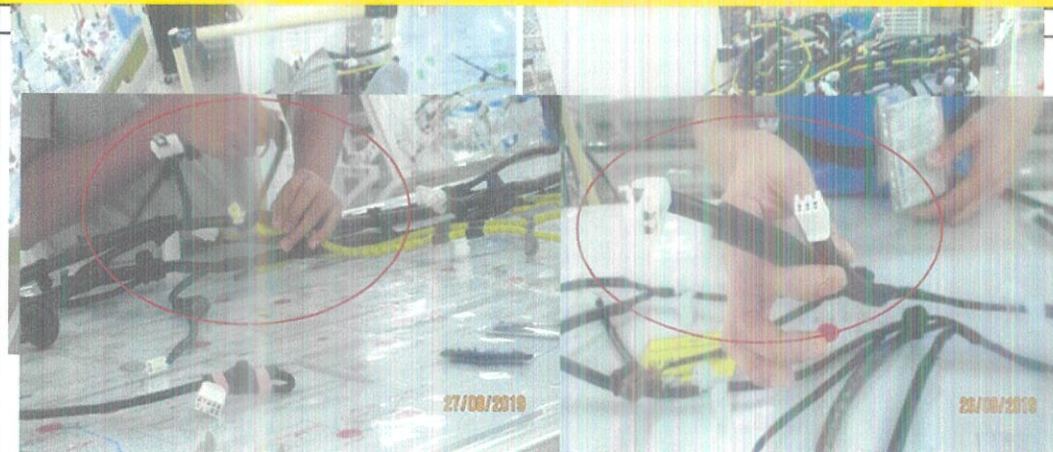
i_Alert Audit Report

Car Model / Line No.	Subaru/7107
Date / Time	August 26, 2019/10:32pm
Name / ID No.	Soriano Dhens Claire/BF-14239 Brazula May/ 17-03225
Shift / Group	NS/A
Batch No.	256/87
Process	Appearance
FAS or Agency: specify	MDHII/FAS(Jr.Staff)
Person Informed	M.Mompero/J.Gallardo
Audited by:	D.Tiemsem

Details

Not Following SOP

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



Action Taken