



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENDAYA, JACINTA

EMPLOYEE NUMBER: BF-13513

DEPARTMENT: SUZUKI 5124

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 wire hanged on connector jig due to no good condition of tanmatsu jig but still mark as good on assy board daily inspection checksheet, last **September 8, 2020.**

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: Emily L. Osorio  
Emily L. Osorio  
MDHII HR COORDINATOR

Ms. Michelle F. Fajardo  
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

JACINTA B. ENDAYA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 10, 2020
DATE RETURNED TO WORK	Dec. 11, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
	<u>Jordaya</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>S. HORRILLA</u> IMMEDIATE SUPERVISOR
	<u>KATHERINE O. CABIERA</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Bam/pin.	

Received by: Emily L. Osorio

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: ENDAYA, JACINTA

EMPLOYEE NUMBER: BF-13513

DEPARTMENT: SUZUKI 5124

DATE: NOVEMBER 15, 2020

### 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: NOT FOLLOWING SOP.** Associate wire hanged on connector Jig due to no good condition of tanmatsu jig but still mark as good on assy board daily inspection checksheet, last **September 8, 2020**, 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 HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po si Jacinta B. Endaya, nag-wire hanged po ako sa connector jig due to no good condition of tanmatsu jig. Hindi ko po muna na-check ng ayos ang board bago po ako nakapag-fill-up ng board checksheet sa kadakilaran pag late na ako durating. Nangangako po ako na ichecheck ko po muna ng maayos ang board bago po ako magfill-up ng board checksheet. Pasasaya na po.

NOTE: You may use an extra sheet as needed

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: *DPH*

Control No: *FALP 1A-2020-20078*

<i>E. Redondo</i>	<i>S. Hernandez</i> K. Hernandez	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: *Jacinta Endaya*  
Position: *Associate*  
ID Number: *BF-12513*  
Batch No.: *252*  
Car Model/Line: *Suzuki 701/5124*

Process: *lay out*  
Group/Shift: *Nr-A*  
Date/ Time: *Sept 8, 2020 8:25*  
No. of Offense: *1st*  
Superior Name: *N. Custodio*

Non-compliance Reference/Document  
Control Number:

## Details of Audit Findings:

*wires hanged on conn. jig due to no good condition of tamponu jig (missing nubber) but still mark as good on assy board daily inspection checksheet*

## WRITTEN EXPLANATION

*Ako po si Jacinta Endaya ay hindi po nacheck nuna ng assy board bago po ako nagfill-up sa kadalilaraan, pang late sa along dumating kaya banta ko na po (nacheck) naibileg. Hindi ko po responsa na wala sa palang tamponu jig ang isapero kabepan po ay nagroon sa iyon. Pasasagay na po hindi na po mauulit.*

## REMARKS/ EVALUATION

☒ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)  
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<i>J. Endaya</i> Employee Date: <i>09-12-2020</i>	<i>N. Custodio</i> Jr Staff Date: <i>09/12/20</i>	<i>S. Hernandez</i> Staff Date: <i>09/23/20</i>	<i>S. Hernandez</i> Supervisor Date: <i>09/24/2020</i>	<i>J. Reyes</i> Manager Date: <i>10/5/20</i>
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