

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TUMBAGA, RONALD

EMPLOYEE NUMBER: BF-14409

DEPARTMENT: SUZUKI 5124

DATE: FEBRUARY 17, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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: UNAUTHORIZED PERSON DOING THE PROCESS. Associate conduct option taping in ECT process even no certification badge last **January 31, 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:


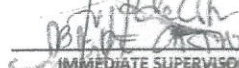

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 30, 2020</u>
DATE RETURNED TO WORK	<u>July 31, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE 	
APPROVED BY:	 KATHERINE O. CABRERA
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	


Employee's Signature Over Printed Name/Date

Received by:

ANGIE T. GOMBA 02/27/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: TUMBAGA, RONALD

EMPLOYEE NUMBER: BF-14409

DEPARTMENT: SUZUKI 5124

DATE: FEBRUARY 17, 2020

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: UNAUTHORIZED PERSON DOING THE PROCESS. Associate conduct option taping in ECT process even no certification badge last January 31, 2020, which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

na audit po ako gawa po ng nag option po ako
katiit di po pwede gawa po na yung authorize po
dun eh wala na po sa line namin, dinaman po
kami makakapag process ng ayos kung wala po gagawa
kaya ginawa nalang po namin, sa sumod po tataubg
nalang po kami ng authorize sa option para po siro kami
ulit ma audit

NOTE: You may use an extra sheet as needed

Ronald Tumbaga

Employee's Signature Over Printed Name/Date

Received by: _____

Angie T. Gomba 02/17/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS




☐ AGENCY

Please Specify: moth

Name:	Jumbaga Ronald
Position:	Associate
ID Number:	BF- 14409
Batch No.:	259
Car Model/Line:	Suzuki 15124

Process: EC
Group/Shift: NS-A
Date/ Time: Jan. 31, 2020 / 10:
No. of Offense: 1st
Superior Name: J. carne

Control No: 7AIP-1A-2001-0340

 Audited By:	 Checked by:	 Noted By:
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Non-compliance Reference/Document
Control Number:

HR 6A-2018-04-N
Memorandum for Major RM-Compliance

Details of Audit Findings:






Details of Audit Findings: Un-authorized person doing the process doing the action taking in test process even no certification badge

WRITTEN EXPLANATION[illegible]

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).

 Employee Date: 02-04-2020	 Jr Staff Date: 02-04-2020	 Staff Date: 2/4/2020	 Supervisor Date: 02-16-2020	 Manager Date: 02-07-2020
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