

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

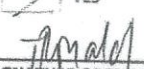
RECOMMENDATION

DATE OF SUSPENSION: March 23, 2020

DATE RETURNED TO WORK March 24, 2020

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO


SIGNATURE OF EMPLOYEE

APPROVED BY:


09285665815

IMMEDIATE SUPERVISOR


CLIENT'S MANAGER

Reminder: Iwaron ang ID sa Coordinator bago ang suspension date e kunin ito pagbalik after suspension bago mag Sam/pan.

Received by:

 ANGIE T. GOMBA 02/27/20


Employee's Signature Over Printed Name/Date


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
katiid di po pwede gawa po ng yung authorize po
dun eh wala na po sa line namin, di naman po
kami makakapag process ng apas kung wala po gagawa
kayo ginawa nalang po namin, sa sumag po tatagay
nalang po kami ng authorize sa option para po pi na kami
alit na audit

NOTE: You may use an extra sheet as needed


Ronald Tumbaga

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE T. GOMBA 02/27/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

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

☐ AGENCY

Please Specify: MDH

<u>M. Wong</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Tumbaga Ronald

Process: EC

Position: Account

Group/Shift: 12

ID Number: BF-14409

Date/ Time: Jan. 31, 2020 / 10:30

Batch No.: 259

No. of Offense: 19

Car Model/Line: Suzuki / S124

Superior Name: J. Core

Non-compliance Reference/Document

Control Number:

HRSA-2618-04-N
Memoandum for Major Non-Compliance

Details of Audit Findings:

Doing the action taking in EC process even no certification badge

WRITTEN EXPLANATION

also in si Ronald Tumbaga na actual na na sa certification badge
ginaan po lang po yun ginaan po sa na nag audit na po add mag
platers dun po part po ako ay Bagu lang po sa portion sa S124

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).

<u>T. Tumbaga</u> Employee Date: <u>02-04-20</u>	<u>J. Core</u> Jr Staff Date: <u>02-04-2020</u>	<u>L. Core</u> Staff Date: <u>2/4/2020</u>	<u>P. S. Magadia</u> Supervisor Date: <u>02-06-2020</u>	<u>G. Magadia</u> Manager Date: <u>02-07-2020</u>
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