



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUCE, MICHELLE

EMPLOYEE NUMBER: BF- 11748

DEPARTMENT: DAIHATSU 2106

DATE: SEPTEMBER 13, 2019

Shift A

### 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 did not put one under taping on main branch before combining the branch option, last August 17, 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 2 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

### RECOMMENDATION

  
Suspension Date: October 22 and October 30, 2019  
November 5 and November 6, 2019

Noted by:

  
Immediate Supervisor

Approved by:

  
Manager



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

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**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate did not put one under taping on main branch before combining the branch option, last **August 17, 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 2 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

Received by:

  
Signature Over Printed Name/Date

  
Employee's Signature Over Printed Name/Date





MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: GUCE, MICHELLE

EMPLOYEE NUMBER: BF- 11748

DEPARTMENT: DAIHATSU 2106

DATE: SEPTEMBER 13, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</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 did not put one under taping on main branch before combining the branch option, last **August 17, 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 ELO

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Ako po si Guce, Michelle ng daihatsu 2106 ay naudit ng i-alert sa combine branch na hindi nakapag-one under. Hindi ko po intensyon na hindi lagyan ng one under. Yun nga lang po nang nakita ko ang i-alert ay ako po ay natatanta at kaya nakalimutan ko po lagyan. Dahil narin po sa tumbak kami at nagbababal kami ng output.

NOTE: You may use an extra sheet as needed

Guce, Michelle T.

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-251

☒ AGENCY

Please Specify: MDH/11

<i>Serrano</i> M. CASAMA	<i>Magadia</i> G. Magadia
Audited By:	Noted By:

Name: COUCE, MECHILLE  
Position: ASSOCIATE  
ID Number: BF11748  
Batch No.: 235  
Car Model/Line: DAIHATSU / 2106

Process: OPTION TAPING  
Group/Shift: DS/A  
Date/ Time: AUGUST 19, 2019 / 7:00  
No. of Offense: 1ST OFFENSE  
Superior Name: J. ATIENZA

Audit Findings: NOT FOLLOWING SOP

Details:

Remarks: Did not put one under taping on main branch before combining the branch on option  
Included on OI that one under must be performed. / applied.

## WRITTEN EXPLANATION

Ako si Guse Mechille ng daihatsu 2106 ay naudit na i-alert sa combine branch na hindi ngkapag-one under. Hindi ko intension na hindi lagyan ng one under. Yung mga laro po nung nakita ko po ang i-alert ay ako po ay narananap at kanya nakalimutan ko po lagyander. Kaniin po sa tambak kami at nagpahabol kami ng output.

Remarks/ Evaluation:

*/sue Penalt.*

*S. Serrano*  
Signature of Employee  
Date: 8/20/19

*R. Serrano*  
Jr Staff  
Date: 8/21/19

*M. Oino*  
Staff  
Date: 8/21/19

*J. ATIENZA*  
Supervisor  
Date: 8/23/19

*J. ATIENZA*  
Manager  
Date: 8/21/19