

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MOREN REYMART**

**EMPLOYEE NUMBER: BF-14166**

**DEPARTMENT: SUBARU 7102**

**DATE: JANUARY 30, 2020**

**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: NON-COMPLIANCE ON INSERT PULL METHOD.** Associate conduct manual insertion on connector **DS4MK2, B4F GR**, wire color: **G/Y/L/B/L/Y**, last **January 12, 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. Chady Dosono**

**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

Ako po c REYMART D. MOREN na mag manual SUB 2  
SA KADAHILAN po na dalwang pc ang sinag SUB ko  
sag pag mamadali ay naka pag manual SUB po ako  
hnd na po mauulit mag ating ginawang  
pag manual SUB

**NOTE: You may use an extra sheet as needed**

REYMART D. MOREN

Received by: Emily L. Osorio 01-31-2020

### I-ALERT WRITTEN EXPLANATION

FAS

 AGENCY

Please Specify: mp+ll

Name: Mohamed Reymon

Position: Associate

ID Number: CBF-14166

Batch No.: 255

Car Model/Line: subaru 1102

Control No: FAIR-111-2001-0057

1a. <i>Continuing</i> m. <i>Casama</i>	<i>GG</i> G. Magadia
Audited By:	Noted By:

Process: slip assay ✓

Group/Shift: DC-13

Date/ Time: Jan. 12, 2020 / 9:05

No. of Offense: 1d

Superior Name: A. Castro

Reference: HREA-04-14

### Details of Audit Findings:

Non-compliance on Insert full method  
Conduct manual insertion on conn. AS 4008. H.F. Gr wire conn. 7/1/17

## WRITTEN EXPLANATION

AKO PO C REYMAR D. LORREN na nag manual sa SUB 2  
SA KASAHAN, PO na dalwang PC ang sina SUB ko  
sa pag mamulat ay mga pag manual po ako  
pagg pag pamunin nyo ang aking pag manual  
hnd nro manulat

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☐ Agency/FAA Written Explanation Only (based from handbook)

☒ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance) 1 day suspension

Signature of Employee

Date: 07-11-18-70

**Jr.Staff**

Date: 11-18-2020

## Staff

Date: 1/1/21

Supervisor

Date: 1/19

Manager

Date: 4/24