

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: OGMA, JEAN CRYSTELLE

EMPLOYEE NUMBER: BF-16547

DEPARTMENT: SUZUKI 5125

DATE: OCTOBER 11, 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: NOT FOLLOWING SOP. Associate in correct fill up of check sheet, damaged U jig but OK on assembly board daily inspection record, last August 26, 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 **WRITTEN WARNING** 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

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>M. Osorio</u> 10/11/2020
IMMEDIATE SUPERVISOR	
KATHERINE O. CARRERA	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Jean Crystelle B. Ogma 10-15-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: OGMA, JEAN CRYSTELLE

EMPLOYEE NUMBER: BF-16547

DEPARTMENT: SUZUKI 5125

DATE: OCTOBER 11, 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: NOT FOLLOWING SOP. Associate in correct fill up of check sheet, damaged U jig but OK on assembly board daily inspection record, last **August 26, 2020**, which subject you in **WRITTEN WARNING**.

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: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

ako po si Jean Crystelle Ogma, Na-Audit ng I-deck dahil po ang board ko ay Na na pero sa checksheet po ay Good ang fill-up ko. Hindi ko na din po kasi napansin sapagkat Nung last time na mag fill-up ako ay good pa po iyon. Sa susunod po ay i-check ko muna ng nabuti ang board bago mag fill-up ng checksheet. pagsunay at sanay po.

NOTE: You may use an extra sheet as needed

Jean Crystelle B. Ogma 10-15-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDT II

Control No: FMP-1A-2008-2121

Name: Ogino Jean Grylle
Position: Associate
ID Number: BF-10547
Batch No.: 276
Car Model/Line: Suzuki Y2R 5125

Process: Assembly
Group/Shift: NS B
Date/ Time: Aug 26, 2020/12:20
No. of Offense: 1st Offense
Superior Name: C. Convento

<u>W. Sangil</u> Audited By:	<u>E. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
---------------------------------	------------------------------------	------------------------------

Non-compliance Reference/Document Control Number:

FMP-NI-PRO-MT-701

Details of Audit Findings: In-correct fill up of checksheet
Damaged U-jug but ok on Assembly board Daily inspection record.

WRITTEN EXPLANATION

During Making Check to to my day for 1 year. Taper ng sumangad na
aman po eh late shuttle/ ako, siguro po ay di ko na madalisan sa may mga po
para sa U-jug sa pagmamadali ko dahil ako po ay magpapaligay na.
reasons na to kung di ko na madalisan.
sa sumangad po ay magcheck na ako ng mga pos.
alamat po.

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>[Signature]</u> Employee Date: <u>09-09-20</u>	<u>NR 46</u> Jr Staff Date: <u>9-9-20</u>	<u>P. Renter</u> Staff Date: <u>9/1/20</u>	<u>A. Amabile</u> Supervisor Date: <u>9/1/20</u>	<u>[Signature]</u> Manager Date: <u>9/24</u>
---	---	--	--	--