



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LOMEDA, PRECIOUS

EMPLOYEE NUMBER: BF-17307

DEPARTMENT: D01L 2114

DATE: DECEMBER 27, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 did not using COT jig during attachment of NCOT L-200, last August 18, 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.

REPAIRED BY: *Emily L. Osorio*  
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY: *Ms. Michelle F. Fajardo*  
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>1/5</u>
DATE RETURNED TO WORK	<u>1/5</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u><i>Emily L. Osorio</i></u>
	IMMEDIATE SUPERVISOR
	<u><i>Ms. Michelle F. Fajardo</i></u>
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

*Precious Lomeda* 1/5/21

Employee's Signature Over Printed Name/Date

Received by: *Emily L. Osorio* 01-05-2021

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: LOMEDA, PRECIOUS

EMPLOYEE NUMBER: BF-17307

DEPARTMENT: D01L 2114

DATE: DECEMBER 27, 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: NOT FOLLOWING SOP.** Associate did not using COT jig during attachment of NCOT L-200, last August 18, 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:

Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po Precious Lomeda na uulat noong August 18, 2020, sa kardahilanan pong hindi ko po nagamit ang aking COT Jig sa Recot 3 sa dahilang hindi pumasok sa COT Jig yung Recot 3 po kaya naiulat po ako, at kaya pohid ko po mailagay ang Recot 3 po kasi yung Puting COT Jig po ng gamit ko ng araw pong yun.

Pinapangako po na hindi na mauulat po ang nangyari po

NOTE: You may use an extra sheet as needed

Precious Lomeda 1/5/21

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-05-2021

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2008-1815

☐ FAS

☒ AGENCY

Please Specify: MDITII

<u>For: original</u> <u>J. mdsapo</u>	<u>Conceding</u> <u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Precious Lomeda Process: Assembly  
Position: Associate Group/Shift: IX-A  
ID Number: BF-17307 Date/ Time: Aug 18, 2020 / 06:15  
Batch No.: 291 No. of Offense: 1ST OFFENSE  
Car Model/Line: Daihatsu DOIL 2114 Superior Name: J. Elate

Non-compliance Reference/Document  
Control Number:

FALP-OP-020  
Page 15/22 8-43-7

Details of Audit Findings: Not Following SDP  
Associate not using COT sig during attachment of NCOT3 L-200

## WRITTEN EXPLANATION

Ipangpapalitanin po ninyo ang di ko paggamit ng COT sig sa Rcot3 dahil po hindi po magkaigi sa pagkasulat dahil maliit po ang diameter. Yung puti po kasi na COT sig ang gamit ko ng oras ngayon. Pinepanga ko ko po na hindi na ibo mawalit.

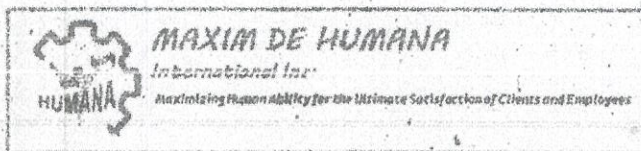
## REMARKS/ EVALUATION

☐ i-Alert written only ☒ Agency/FALP Written Only (based on handbook)

☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Employee</u>	<u>Or Staff</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>10-9-20</u>	Date: <u>8-28-20</u>	Date: _____	Date: <u>10-9-20</u>	Date: <u>10-9-20</u>





## NOTICE OF DECISION

Date : January 5, 2021  
To : ITEMPA, PRECIOS  
(Name of the employee who needs to write the explanation)  
Thru : Eugene Caliao  
(Write the name and position of the superior of the employee being investigated)  
From : Maxim de humana Int. Inc.  
(Ideally, from HR Head, or head of the investigating committee)  
RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on  
at First regarding NOT FOLLOWING SOP

Per our company code of conduct and Discipline this falls under Article No. VIII Section No. VII OFFENSES AGAINST  
With the corresponding disciplinary action of WRITTEN WARNING ATTENDANCE AND PUNCTUALITY

We received your written explanation on January 5, 2021 and we also invited you for administrative meeting held on Admin 1st floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this Memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline  
from state date to end date N/A effective effectivity date January 5, 2021

Please be guided accordingly.

EMIE L. OSORIO  
Coordinator Name/Position Title/Signature

Noted by: Florentina Tancanged  
Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020