

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** BRIONGOS, KAREN ANN

**EMPLOYEE NUMBER:** BF-15899

**DEPARTMENT:** PPET SWAT INITIAL

**DATE:** December 18, 2019

**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: UN-AUTHORIZED PERSON DOING THE PROCESS.** Associate doing welding, taping certified only on other process dated last **November 9, 2019.**

In view of this, you are hereby given a one 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:** for: J. Gomba  
**Angie T. Gomba**  
**MDHII HR COORDINATOR**

**NOTED BY:** \_\_\_\_\_  
**Michelle A. Fajardo**  
**MDHII HEAD COORDINATOR**

KAREN ANN BRIONGOS 01/21/20

**Employee's Signature Over Printed Name/Date**

RECOMMENDATION	
DATE OF SUSPENSION:	Feb-10, 2020
DATE RETURNED TO WORK	Feb-11, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>K. Briongos</u>
APPROVED BY:	<u>for: J. Gomba 1/22</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: EMILY T. OSORIO 01-21-2020

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

**EMPLOYEE NAME:** BRIONGOS, KAREN ANN

**EMPLOYEE NUMBER:** BF-15899

**DEPARTMENT:** | PPEI SWAT INITIAL

**DATE:** December 18, 2019

**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: UN-AUTHORIZED PERSON DOING THE PROCESS.** Associate doing welding, taping certified only on other process dated last **November 9, 2019** 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:** for: susanid

**Angie T. Gomba**

**MDHII HR COORDINATOR**

**NOTED BY:** \_\_\_\_\_


**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**


**EMPLOYEE'S EXPLANATION:**

✓ naka support po ako sa Dept. nung Nov. 19 2019. wala po kasi akong wire non, lagi naman set-up naman mga support kung wala kaming ginagawa mag support sa ibang nang wala po i-alert na dumadag sa bandit line. nang nagkama po parang hindi po ako nasanay na may ganda tumulong lang po ako noon sa welding tape, sa parang parehas lang din naman na joint taping sinubukan ko po yon. yon lang po, hindi na po mauulit ang pangyayaring ito.  
pareng na po.

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

  
✓ KAREN ANN BRIONGOS 01/21/20

**Employee's Signature Over Printed Name/Date**

  
**Received by:** EMILY L. OSORIO 01-21-2020

**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-1911-2185

☐ AGENCY

Please Specify: MOBILE

Signature of Auditor <i>[Signature]</i>	Signature of Noted By <i>[Signature]</i>
Audited By:	Noted By:

Name: Karen Ann Briones  
 Position: Welder  
 ID Number: BP 15899  
 Batch No.: 209  
 Car Model/Line: Daihatsu 2011 Initial

Process: Cutting & crimping  
 Group/Shift: 5:10  
 Date/ Time: Nov. 9, 2019 / 10:30  
 No. of Offense: 1st  
 Superior Name: L. Manalo

Audit Findings: un authorized Person doing the Process

Details: doing welding taping / certified only on other process.

## WRITTEN EXPLANATION

Maayos Alam ko sa buong night shift na naka assign na ako sa Tinal Jaring at WPS wala pa si Kasi Wiire nen wala pa akong ginagawa non. Nakita ko na may wire ang mismong nakapwesta den, nakita ko na wala pa si ginagawa. Nung kapaas cuat ko, wala na pa ang black tape kaya natapan ko po mag welding tape nag process po ako ng hindi po ako certified doon dahil sa pagkukulang ko lang po makatulong nung time na yun. Pamanahin po pero hindi na po manulat ang nangyari po ito para hindi na din po ako mag audit dahil alam ko na para sa akin din para sa mga parengya na po at salamat po...

## Remarks/ Evaluation:

*[Signature]*

Signature of Employee <i>[Signature]</i> Date: <u>11-11-19</u>	Signature of Staff <i>[Signature]</i> Date: <u>11-11-19</u>	Signature of Staff <i>[Signature]</i> Date: <u>11/14/19</u>	Signature of Supervisor <i>[Signature]</i> Date: <u>11/14/19</u>	Signature of Manager <i>[Signature]</i> Date: <u>11/14/19</u>
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