



NOTICE TO EXPLAIN

EMPLOYEE NAME: PATRON, BESSIE

EMPLOYEE NUMBER: BF- 12410

DEPARTMENT: DAIHATSU 2114

DATE: SEPTEMBER 13, 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: NOT FOLLOWING SOP. Associate did not return connector on connector jig after taping, last August 21, 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:


Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:


Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

I know po di ko nasaalalay ang connector sa ^{jig} ko di
po kc naidook ng maayo at wala nataranta na
po kc mabilis po ang connector: umi lang po. thanks

NOTE: You may use an extra sheet as needed

10 - 10 - 19 - 1


Bessie Patron

Employee's Signature Over Printed Name/Date

Received by:

ANGIE 

Signature Over Printed Name/Date



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PATRON, BESSIE

EMPLOYEE NUMBER: BF- 12410

DEPARTMENT: DAIHATSU 2114

DATE: SEPTEMBER 13, 2019

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 return connector on connector jig after taping, last August 21, 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 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 by

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for
Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

one day suspension: Oct. 23, 2019

Noted by:

10/11/19
Immediate Supervisor

Approved by:

10/11/19
Manager

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-889

☒ AGENCY

Please Specify: MDHL

<u>Vintore</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Patron, Bessie
Position: Associate
ID Number: BF-12410
Batch No.: 241
Car Model/Line: Delmaton DALL/2414

Process: Assembly Process
Group/Shift: DSA
Date/Time: August 21, 2019 / 9:20am
No. of Offense: 1st offense
Superior Name: P. Manalo

Audit Findings: Not following SOP

Details: Associate did not return connector on connector jig after taping.

WRITTEN EXPLANATION

Ako po i Bessie Patron hindi po ako nakapagkagay ng connector sa jig nangkat hindi ko po napansin na hindi ko pala naiikagay. Maaaring isinulat ko ito arbalit dahil ko kaya malik ulit sa jig.

Remarks/ Evaluation:

Issue memo 88

Patron
Signature of Employee
Date: 08-22-19

Rogel Manalo
Jr Staff
Date: 08-22-19

J. Manalo
Staff
Date: 08-22-19

PN
Supervisor
Date: 08/22

Manalo
Manager
Date: 8/22