



## NOTICE TO EXPLAIN

EMPLOYEE NAME: LANTICAN, LOVELY CLAIRE

EMPLOYEE NUMBER: BF- 11962

DEPARTMENT: SUBARU 7103

DATE: SEPTEMBER 01, 2019

### 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: Noncompliance on Insert Pull Method.** Associate did not conduct pulling of wire on lay out process on connector, last **August 28, 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:

nagapull naman talaga po ko nang oras po koring nun delay  
po ang nasa unahan po namin na ibang station mayung violation  
2 po nasa dulo na po ch kami pong violation 4 & 5 po ang  
nasa last station na lay-out din po

### RECOMMENDATION

Suspension Date ~~Oct 24~~ 10/25/2019  
Nov 9

Noted by: \_\_\_\_\_

Immediate Supervisor

Approved by: \_\_\_\_\_

Manager





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

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PREPARED BY:

*Emily L. Osorio*  
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

*Ms. Chady Dosono*  
Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

nagpull naman talaga po ko nang oras po koring nun delay  
po ang nasa unahan po namin na ibang station mayung station  
3 po nasa dulo na po ch kami pong station 4 & 5 po ang  
nasa last station na bay-ord ginawa ko po inadvance ko po ng insertion  
ang station 3 sakamataali ko po hindi ko po sigs na double  
pull po

sa sarunad po ~~may~~ idouble pull ko na po per ng advance po ko <sup>ng insertion</sup>  
<sup>hindi delay</sup>  
<sup>nadelay</sup>

NOTE: You may use an extra sheet as needed

*LANTICAN LOVELY CLAIRE 7 Oct 14*  
LANTICAN LOVELY CLAIRE 7 Oct 14

Employee's Signature Over Printed Name/Date

Received by: *ANGIE*  
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: LANTICAN, LOVELY CLAIRE

EMPLOYEE NUMBER: BF- 11962

DEPARTMENT: SUBARU 7103

DATE: SEPTEMBER 01, 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: Noncompliance on Insert Pull Method.** Associate did not conduct pulling of wire on lay out process on connector, last **August 28, 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 1 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:

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

LANTICAN LOVELY CLAIRE 1 Oct 14 2019

Employee's Signature Over Printed Name/Date

Received by:

ANGIE 60448A

Signature Over Printed Name/Date



## i\_Alert Audit Report

Car Model / Line No.	Subaru GC7/7103				Action Taken
Date / Time	August 28, 2019/2:30				
Name / ID No.	Cantican.Lovely Claire/BF1196				
Shift / Group	NS/A				
Batch No.	237				
Process	Lay-out process				
FAS or Agency: specify	MDHII				
Person Informed	J.Gallardo				
Audited by:	D.Tiemsem				
Details					
<p><u>Non-compliance on Insert Pull Method</u>            Did not conduct pulling of wire on lay-out process            Wire color: G/, &amp; Y/B on connector YSKTSNY6-LIF24F</p>					