

NOTICE TO EXPLAIN

EMPLOYEE NAME: APOLINAR, VLADIMER

EMPLOYEE NUMBER: BF- 13949

DEPARTMENT: DAIHATSU D01L 2122


DATE: SEPTEMBER 01, 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: Noncompliance on STOP, CALL and WAIT. Associate encountered difficulty during insertion but did not call the attention of Jr, Staff instead she removed the connector on the jig and manually inserted the wire, last **August 23, 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: For: Rbdelexaw 10-2-19

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

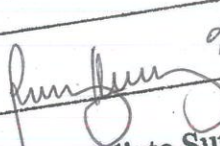
HINDI PO AKO AGAD NAKATAWAG NG LINE LEADER SAPAGKAT NARAPIN
PO SIYANG BINAGAWAN NG DRAH NAYON, ITINAGS KO PO ANG CONNECTOR AT INALIS
KO SA KANYANG SIG UPANG TINGNAN KUNG BAKIT PAGAN
TERMINAL SA CAVING NITO

RECOMMENDATION

Suspension date:

Oct. 10 - 11

Voted by:

 9/20/19
Immediate Supervisor

Approved by:


Manager

Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: APOLINAR, VLADIMER

EMPLOYEE NUMBER: BF- 13949

DEPARTMENT: DAIHATSU D01L 2122

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 STOP, CALL and WAIT. Associate encountered difficulty during insertion but did not call the attention of Jr, Staff instead she removed the connector on the jig and manually inserted the wire, last **August 23, 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 _____ 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

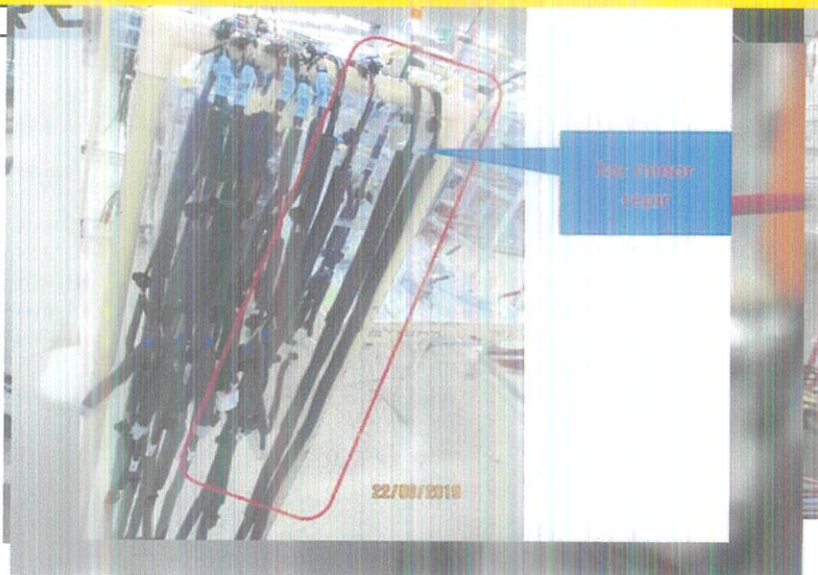
APOLINAR, VLADIMER D. 09/17/19
Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO 09-17-19
Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No.	Daihatsu D01L Line 2122
Date / Time	August 23, 2019/2:22pm
Name / ID No.	Apolinar, Vlad mer/BF-13949
Shift / Group	DS-A
Batch No.	254
Process	Sub-Assembly
FAS or Agency: specify	MDHII
Person Informed	D. Benedicto
Audited by:	J. Vintora
Details	

Noncompliance on STOP CALL and WAIT
 Associate encounter difficulty during insertion but did not call the attention of Jr Staff instead she removed the conn. on the jig and manually inserted the wire.
 > during checking the affected wire is NG.



Action Taken

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1902-947

☒ AGENCY

Please Specify: MDH11

<u>J. Vintora</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Apolinar, Vladimir
 Position: Associate
 ID Number: BE-12949
 Batch No.: 254
 Car Model/Line: Daihatsu Delt/2122

Process: Sub Assy
 Group/Shift: DA/A
 Date/ Time: August 23, 2019 / 02:22pm
 No. of Offense: 1st offense
 Superior Name: D. Benedicto

Audit Findings: Not following Stop, call, Wait

Details:

Associate encounter difficulty during insertion but did not call the attention
of Jr Staff instead he remove the connector on the jig and manually inserted the wire
and during checking the affected wire is NG.

WRITTEN EXPLANATION

AKO PO NI VLADIMIR NI HUMIHANGI NG PASENSYA
WAPAKAT AKO PO NI PAETANGAL NG CONNECTOR
SA JIG, HINDI KO PO MAON NATAWAG ANG
ARMING JR STAFF WAPAKAT MAPOON PO
SYANG CINAWARE PORTION SA ARMY.

Remarks/ Evaluation:

Issue memo

<u>[Signature]</u> Signature of Employee Date: <u>8/23/19</u>	<u>[Signature]</u> Jr Staff Date: <u>8-29-19</u>	<u>[Signature]</u> J. Vintora Staff Date: <u>08-29-19</u>	<u>[Signature]</u> Supervisor Date: <u>8/31/19</u>	<u>[Signature]</u> Manager Date: <u>9/2</u>
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