

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SORIANO, JHESIELYN

EMPLOYEE NUMBER: BF-10951

DEPARTMENT: HONDA INITIAL

DATE: IANUARY 17, 2020

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 COMMITED: NOT FOLLOWING SOP. Associate conduct advance barcoding of terminal lot even the terminal reel is not yet installed at zaihai cart, last November 14, 2019.

It is clearly stated in Maxim de Humana Int'l Inc.. Code of Conduct and Discipline the grounds for this violation

	the state of contact o	ace and piscipline the grounds for till	a violation. As an
employee, you are require not to be given a disciplina	d to follow all the rules and regulation ry action.	ons of our company. Your reason is no	ot enough for you
In view of this, you are her Conduct.	eby given a lday suspension	for the said violation of our E	mployee Code of
You are now forewarned t	hat the next similar offense will alrea	ady lead to a more severe disciplinary	action.
PREPARED BY:Emily L.	Osorio	RECOMM DATE OF SUSPENSION:	Tebruary 6, 2070
-	R COORDINATOR	DATE RETURNED TO WORK SHIFT: NEED FOR REFRESHER:	Feb. 7, Who A YES NO
MS. Chad	y Dosono ANCH MANAGER	APPROVED BY:	EDIATE SUPERVISOR
Me an us	Bitto .		dinator bago ang suspension date a er suspension bago mag 8am/pm.

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: SORIANO, JHESIELYN

EMPLOYEE NUMBER: BF-10951

DEPARTMENT: HONDA INITIAL

DATE: JANUARY 17, 2020

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 COMMITED: NOT FOLLOWING SOP. Associate conduct advance barcoding of terminal lot even the terminal reel is not yet installed at zaihai cart, last November 14, 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.

	Pak a		
PREPARED BY:	-A16	_	
	Emily L. Osorio		
	MDHII HR COORDINATOR		
NOTED BY:			
	Ms. Chady Dosono		
	MDHII BRANCH MANAGER		
EMPLOYEE'S EX	(PI ANATION:		
	d LANATION.		
Yn i	ngh po Kasi Hag-ng ang	MACHINE KO KAYA BINBIBAR CODE	KO NA AL, AD RAGO KO
PO ITH, KI	AYB HADI KO BO BE AD NB	BARCOOK NO NOKA-SET NO.	
counter mersy	ĸ₹.		
	SA SUSUMON NO ISESTI A		
	24 LAZMARA AO IZE DEL 1	to na agap bago lapreode	KH
NOTE: You may	use an extra sheet as needed		
			1
lua ca esta ca	Control of the contro	B	there of the control of
Juently	n F. SORIRNU	Received by:	MUGIE J. GOWED 01-17-20
Employee's Sign	ature Over Printed Name/Da	te Signature	Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

			CONTROLINO	: FAIP- 17-191
AGENCY				
L	ecify: NOHI		- Johnsondon-	421
r rease spe	rolly.		J- Moanador	G. Magadia
Name:			Audited By:	Noted By:
vame: Position:	Soriano, Jhesielyn	Process:	CQC TRO 138	/
D Number:	ascociale	Group/Shift:	DC-A	
	BF - 10951	Date/Time:	Nov. 19, 2019	
ar Model/Line: Y	226 Eubara Inthal	No. of Offense:	154	
A P. S. IV		Superior Name:	m. Navotes	and the second second
Audit Findir Details:	igs: Not following	SOP		
Conduct ad	ionce barcading of term	inal lot even the t	erminal neel is	not yet
installed at	Raihái cartt∙		***************************************	
***************************************	***************************************	***************************************		***************************************
		••••••	***************************************	
	***************************************	***************************************	***************************************	
		***************************************	***************************************	***************************************
	WRI	TEN EXPLANATION	(
AND IN SORMI	PO AY NO-AUDIT NY 1	ALFRT SA KADAHILBY	ANN UNKHANN SA	prey barcody
PA NAKA-SET	PO AY NO-AUDIT NS I NOL. HINDI KU PO SINDS . NAUGUSAN PO KASI AKO	ng trainal sa fro	agad ang Termini Vi kaya nabari	ol na Hindi
Mkb ha Termi pa naka-set Maao ang Ter	. NAUGUSAN PO KASI AKO EMINDZ HODDANG NORATIN	1969 B NO LEGRES DE 16 TERMINAL SU FRE 616 SU MONITOR KUNS	agad ang Termini Vi kaya nabari	ed na Hindi
Mkb ha Termi pa naka-set Maao ang Ter	. NAUGUSAN PO KASI AKO	1969 B NO LEGRES DE 16 TERMINAL SU FRE 616 SU MONITOR KUNS	agad ang Termini Vi kaya nabari	ol na Hindi
Mkb ha Termi pa naka-set ngad ang Ter ndhikap igar	. NAUBUSAN PO KASI AKO EMINDI HODANG NOKATIN CODE ANG TERMINDI LI	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HIDOI CODE KO PO IINSAN PO
Ako ha termi pa naka -set gaad ang tek muhikap igar sa	. NAUGUSAN PO KASI AKO EMINDZ HODDANG NORATIN	1909 MB (BBRCODE 116 Meminal SIA FRO SIN SIA MONITOR KUNG	AUAD ANG TERMINI MI KAYA NABOR I DUMBIGK KASI M	OL NA HIDOI CODE KO PO
Ako ha termi pa naka-set maad ang ter mahikar igar sa	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HIDOI CODE KO PO
Ako ha termi pa naka -set gaad ang tek muhikap igar sa	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HIDOI CODE KO PO
Ako ha Termi pa naka - SFT Pagad ang Tek muhikap igar SB	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HIDOI CODE KO PO IINSAN PO
Ako ha Termi pa naka - SFT Pagad ang Tek muhikap igar SB	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HINDI CODE KO PO IINSAN PO
Ako ha Termi pa naka - SFT Aaao ana Tek mohikar ibar SB	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HINDI CODE KO PO IINSAN PO
Ako ha Termi pa naka - SFT Aaao ana Tek mohirar ibar SB	CODE HUG ALGUIURT TO	19099 MB (BBRCODE 116 Meminal SA PRO SIN SA MONITOR KUNG 17:	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HINDI CODE KO PO IINSAN PO
Ako ha Termi pa naka - SFT Agao ang Tek mohikar igar SB	NAUBUSAN PO KASI AKO EMINAZ HABAAN NAKATIN CODE ANG TERMINAL LE SUCUNDA PO SISIGUPAO	MARMINAL SA PROGIN SA MANANTAR KUNG	AUAD ANG TERMINI MI KAYA NABORI DUMBIGK KASI M	OL NA HINDI CODE KO PO IINSAN PO
Ako ha termi pa naka - Set Agado ang ter Mohikap igar Sa Vire po Bo	NAUBUSAN PO KASI AKO EMINAS HADANG NOKATIN CODE ANG TERMINAS LE SUCUMBA PO SISIGUPAD AO KO IBARCOPE.	mby 8 mp (Warcobt no meminal sa pro Gin sa monitor kund st. u Hin Ko na naka SF	ALAD ANG TERMINI MI KAYA NABOR PUMBIGK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MUHIKAN IGAR SB WIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIKAP IGAR VIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIRAP IGAR VIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIRAP IGAR VIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIKAP IGAR VIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIKAP IGAR VIRE PO BO	PHOPE IS difficulty	mby 8 mp (Warcobt no meminal sa pro Gin sa monitor kund st. u Hin Ko na naka SF	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OF NA HINDI
AKO HA TERMI PA NAKA-SET AGAD ANG TER MPHIRAP IGAR VIRE PO BO	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OL NA HIDO) CODE KO PO IINSAN PO NOC OP KAHIT
PIC. CONFIRM PA NAKA-SET AGAD ANG TEN MUHIKAP IGAR SB WIRE PO BON	PHOPE IS difficulty	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OL NA HIDO) CODE KO PO IINSAN PO NOC OP KAHIT
Alko ha termi pa naka-set Basad ang ter mohikap ibar Sa wire po ba	naubusan Po Kasi Ako Eminaz Habang nakatin code ang terminal La Surunba po sisigupao ao ko impecode Aco ko impecode Acoulty Sore Paul to	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OL NA HIDO) CODE KO PO IINSAN PO NOC OP KAHIT
PIC. CONFIRM PACED AND TERMINATE INDIVIDUAL POR INDIVIDUAL PROPERTOR PROPERT	naubusan Po Kasi ako Eminaz Habang nakatin code ang terminas co Surunba po sisigupao Ao ko impecode Ref there is difficulty Aculty. Sore Paul to	moya ma thorcoof no meminal sa pro Gin sa monitor kund is u Hin ke na naka Sp emarks/Evaluation: v duving bar coding	ALIAD ANG TERMINI MI KAYA NABOR PUMBSOK KASI M I HA ANG TERMIN	OL NA HIDO) CODE KO PO IINSAN PO NOC OP KAHIT