



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BOLLOSA, BLISSY JOY

EMPLOYEE NUMBER: BF-11005

DEPARTMENT: SUZUKI 5120 A

DATE: JULY 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NOT FOLLOWING SOP. Associate caught pulling of branch due to sagged from clamp to clamp, last May 26, 2020

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 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
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Ms. Michelle Fajardo
Ms. Michelle Fajardo
MDHII Onsite Supervisor

Blissy Joy Bollosa 07/15/20
Blissy Joy Bollosa

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	August 12, 2020
DATE RETURNED TO WORK	August 13, 2020
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Blissy Joy Bollosa</u>
APPROVED BY:	<u>S. Bollosa</u> IMMEDIATE SUPERVISOR KATHERINE O. CABRERA
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Osorio 07-15-2020

Signature Over Printed Name/Date

**NOTICE TO EXPLAIN****EMPLOYEE NAME: BOLLOSA, BLISSY JOY****EMPLOYEE NUMBER: BF-11005****DEPARTMENT: SUZUKI 5120****DATE: JULY 15, 2020****SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 caught pulling of branch due to sagged from clamp to clamp, last May 26, 2020, 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 HR COORDINATOR****NOTED BY:****Ms. Michelle Fajardo****MDHII Onsite Supervisor****EMPLOYEE'S EXPLANATION:**

Ako po si Blissy Joy Bollosa ay na-audit sa kadahilananang naghila po ako ng branch dahil nakasagged po yung wire. Hindi na po ako nakatawag ng expert or Jr. staff sapagkat mung mga oras na yun ay tambakan po inspection.

Sa susunod po ay hindi na manulit ang ganitang pangyayari. Tatawag na po ako ng Jr. staff or expert na siyang mag-aayos ng mga minor NG.

NOTE: You may use an extra sheet as needed

Blissy Joy Bollosa 07/15/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: TAF-IR-2001-11

Name: Bolosa Bliss Joy
Position: Associate
ID Number: BE-11005
Batch No.: 228
Car Model/Line: Suzuki 300

Process: Dimension
Group/Shift: NS-A
Date/ Time: May 26, 2020 / 08:05
No. of Offense: First Offense / 2nd
Superior Name: R. Marasigan

Audited By: J. Reyes/R. Hernandez

Checked by:

Noted By: T.G. Magadia

Non-compliance Reference/Document:

Control Number:

FALP-WI-PRD-1P-04W

Dimension Inspection

Details of Audit Findings:

Not following SOP
Associate caught pulling of branch due to sagged from clamp to clamp.

WRITTEN EXPLANATION

Ako po si Bliss Joy Bolosa ay na-audit sa kadahilananang nagula ng branch dahil maka-sagged tung wire, dahil inayos ko yung makakatagpuan ng harness at tinamag sa jig yung clamp to clamp. Hindi po ako nakakawag ng ilang bagay o expert.

Counter measure:

Na suanod po tatagpuan na po ako ng Jr. staff o expert kung nagkita ng mga suanod ng minor NS.

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only (based on handbook)

☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Bolosa</u>	<u>R. Marasigan</u>	<u>he</u>	<u>S. Marasigan</u>	<u>he</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>6/8/2020</u>	Date: <u>6/8/2020</u>	Date: <u>6/8/2020</u>	Date: <u>6/8/2020</u>	Date: <u>7/7/2020</u>