

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GARCIA, JOLINA

EMPLOYEE NUMBER: BF-12540

DEPARTMENT: DAIHATSU D01L

DATE: FEBRUARY 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 COMMITTED: UNAUTHORIZED/HIDDEN REPAIR. Associate unauthorized in joint crimp last February 7, 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:



Angie T. Gomba

MDHII HR COORDINATOR

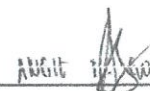
NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	August 4, 2020
DATE RETURNED TO WORK	August 5, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	 IMMEDIATE SUPERVISOR
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:

 02/17/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GARCIA, JOLINA

EMPLOYEE NUMBER: BF-12540

DEPARTMENT: DAIHATSU D01L

DATE: FEBRUARY 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 COMMITTED: UNAUTHORIZED/HIDDEN REPAIR. Associate unauthorized in joint chimp last **February 7, 2020**, which subject you **1 to 5 days of 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Na-audit po ako dahil naging na po ang budget ko ngay December 2019, nagpalista na po for examination sa training center hindi lang po pinasa ng Jr. Staff ko dahil po napasa po ako ng resignation. Sa ngayon po ay nag-iintay na lang po ako ng fir exam.

NOTE: You may use an extra sheet as needed

Garcia
GARCIA, JOLINA D / 2020 / 02 / 02

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE

Angie T. Gomba
ANGIE T. GOMBA 02/02/2020

Signature Over Printed Name/Date

Ederlyn / Ederlyn Buno Atienza

Feb 13, 2020,
6:43 PM (12
hours ago)

to Roselyn, Lawrenz, Rica, Janeth, Jenny, Lon, ONE, Kath, Ren, Guimo, Jocebel, Fas, me

Safety First!

Please see below for the list of Suzuki Employee audited by our clerk working on unauthorized process & doing a process without a buddy Trainer.

DATE OF AUDIT: February 7, 2020 (Day Shift)

NOTIFIED: Jayzel Operiano

1. Garcia, Jolina BF-12540 Daihatsu (D01L) -
Unauthorized in Joint Crimp shift A

NOTIFIED: Noren Dimaculangan

1. Secretario, Thalia 19_PK21671 Daihatsu (D01L) -
Unauthorized in Joint Taping

DATE OF AUDIT: February 10, 2020 (Day Shift)

NOTIFIED: Krownwyn Balangue

1. Villegas, Carla 18_PK22772 Daihatsu
(D01L) -Unauthorized in Tsumesen

NOTIFIED: Ericka Mae Lasat

1. Romana, Mary Ann 14_1612999 Daihatsu 2125 -
Unauthorized in Sub PC

NOTIFIED: Catherine Afante

1. Conception, Dianel En69-0932 Daihatsu 2127 -Doing a
process without a buddy trainer

Hoping that your group will take necessary actions, sorry for late notification.