

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VALENTINE, SHIELA

EMPLOYEE NUMBER: BF-14405

DEPARTMENT: SUBARU 7103 Shift A

DATE: NOVEMBER 5, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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:** Check sheet for COT insertion jig, pulling force of bandogun and bukumi board are not updated dated last September 9, 2019 which subject you in **1 to 6 days of suspension.**

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:

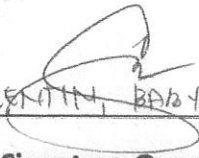
  
Angie T. Gomba

MDHII HR COORDINATOR


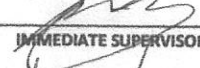

NOTED BY:


  
Michelle A. Fajardo

MDHII HEAD COORDINATOR

  
VALENTINE, SHIELAC

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 16, 2020
DATE RETURNED TO WORK	January 17, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input 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 : kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:  ANGIE T. GOMBA

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: VALENTINE, SHIELA**

**EMPLOYEE NUMBER: BF-14405**

**DEPARTMENT: SUBARU 7103**

**DATE: NOVEMBER 5, 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:** Check sheet for COT insertion jig, pulling force of bandogun and bukumi board are not updated dated last September 9, 2019 which subject you in 1 to 6 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:**

DAHIL ILANG ARDW NADIN PO. WALA PRONG PARTNER  
KAYA PO HINDI KO NASAD NA PIPILUPON. ANG CHECKSHEET  
SAKA PAKILAN PONG IN DILAY NADIN PO.  
IPAG PAUMANITIN NYO PO ANG PAG HINDI KU  
PAG CHECKSHEET.

**NOTE: You may use an extra sheet as needed**

**VALENTINE SHIELA C.**

**Employee's Signature Over Printed Name/Date**

**Received by:** \_\_\_\_\_

**ANGIE T. GOMBA**

**Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-199-1155

☐ AGENCY

Please Specify: IND #11

<u>Redondo</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Valentine Shiela  
 Position: Associate  
 ID Number: BF 14405  
 Batch No.: 247  
 Car Model/Line: Subaru 1.703

Process: Bukumi  
 Group/Shift: DS10  
 Date/ Time: Sept 9, 2019 11:50  
 No. of Offense: 1st  
 Superior Name: S. Noche

Audit Findings:

Details:

checksheet for Col insertion tig, pulling force of bandagun and bukumi board are not updated Sept. 6-9, 2019

## WRITTEN EXPLANATION

IFAG PAUMAKITHIN NYO PO. ANG HINDI KO DAG  
 FILL UP NG CHECKSHEET. PAHIL PO. SA NAKATIGTAAN  
 KO LANG PO. TAKASA ANG HINDI MAS, CHECKSHEET.  
 HINDI NA PO. ITO MAHULIT.  
 PASINGVA NA PO.

## Remarks/ Evaluation:

1 day suspension (3 check sheet not updated, very unreasonable)

GR

<u>[Signature]</u> Signature of Employee Date: <u>09/18/19</u>	<u>[Signature]</u> Jr Staff Date: <u>9-18-19</u>	<u>[Signature]</u> Staff Date: <u>10-22-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-23-19</u>	<u>[Signature]</u> Manager Date: <u>10/25</u>
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Good 9-28-19