

# DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL

EMPLOYEE NUMBER: BF-15307

DEPARTMENT: SUBARU 7107

DATE: FEBRUARY 17, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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: NOT FOLLOWING SOP.** Associate conduct overstocking connector of sub assembly process last February 06, 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 11 DAYS 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: for: received  
Angie T. Gomba  
MDHII HR COORDINATOR

NOTED BY: for: [Signature]  
Ms. Michelle A. Fajardo  
MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Oct. 01-13, 2020</u>
DATE RETURNED TO WORK	<u>Oct. 13, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
SIGNATURE OF EMPLOYEE <u>[Signature]</u>	
APPROVED BY: IMMEDIATE SUPERVISOR <u>[Signature]</u>	
CLIENT'S MANAGER <u>[Signature]</u>	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]  
JOHN CYREL C BUENCONSEJO  
Employee's Signature Over Printed Name/Date

Received by: received  
Emily L. Asorio  
Signature Over Printed Name/Date

# NOTICE TO EXPLAIN

EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL

EMPLOYEE NUMBER: BF-15307

DEPARTMENT: SUBARU 7107

DATE: FEBRUARY 17, 2020

## SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 conduct overstocking connector of sub assembly process last February 06, 2020 which subject you in **11 to 15 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:

*for: [Signature]*

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

*for: [Signature]*

Ms. Michelle A. Fajardo

MDHII Onsite Supervisor

### Sub assy

NAG OVERSTUCKING PO AKO KC NAONG mga time na Yon  
marami kaming NG na connector kaya sa pagmanadali  
ko at dahil delay na rin ako kumuhang ako  
ng mga Bagong Connector at naisalin ko sa P  
angalawang Salinan kaya nang makita ng ahent na  
audit po ako kaya ko lang po nagawa para  
mabawasan ang aking mga NG or damaged connector

NOTE: You may use an extra sheet as needed

*[Signature]*  
JOHN CYREL BUENCONSEJO

Employee's Signature Over Printed Name/Date

*[Signature]*  
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

Control No: FAIR-1A-2002-0490

FAS

AGENCY

Please Specify: MDHII

<u>J. Nintaro</u> Audited By:	<u>J. Reyes/R. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Buenconsejo, John Cyril Process: sub assembly  
 Position: associate Group/Shift: US 1A  
 ID Number: BT-15307 Date/Time: Feb. 01, 2020 / 8:26  
 Batch No.: 260 No. of Offense: 1st  
 Car Model/Line: Subaru / 1107 Superior Name: J. Sorata

Non-compliance Reference/Document  
Control Number:

Production General Procedure  
FAIR-6L-PRD-GP-092

## Details of Audit Findings:

Not following SOP  
oversticking connector of sub assembly process

## WRITTEN EXPLANATION

AKO PO AY NA AUDIT PAHIL SA OVERSTUCKING NG CONNECTOR  
DAHIL NALIMUTAN KO PO AT NAWALA PO SA AXING  
BIP DAHIL SA PAG MAMADALI DAHIL DELAY PO AKO  
KAYA NAISALIN KO PO LAHAT HINPI NA  
PO MAHULIT

SV, pls check baka di nagisasa  
recheck ng

## 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>Buenconsejo John Cyril</u> Employee Date: <u>02-08-20</u>	<u>Genove Rialto</u> Jr Staff Date: <u>02-08-20</u>	<u>Staff</u> Staff Date: <u>20/10</u>	<u>Supervisor</u> Supervisor Date: <u>02/02/2020</u>	<u>Manager</u> Manager Date: <u>21/10</u>
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