

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUMBAN, CHRISTIAN KING

EMPLOYEE NUMBER: BF-14167

DEPARTMENT: DOIT INITIAL

A

DATE: November 8, 2019

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: NOT FOLLOWING SOP. Associate has no record for air leak test since October 1st dated last October 18, 2019.

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 One 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



Christian King Gumban, 11-15-19

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION: April 1, 2020

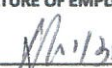
DATE RETURNED TO WORK: April 2, 2020

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO


SIGNATURE OF EMPLOYEE

APPROVED BY:


IMMEDIATE SUPERVISOR


CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.

Received by: ANGIE T. GOMBA 11/15/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUMBAN, CHRISTIAN KING

EMPLOYEE NUMBER: BF-14167

DEPARTMENT: HONDA 3124

DATE: November 8, 2019

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: NOT FOLLOWING SOP. Associate has no record for air leak test since October 1st dated last October 18, 2019 which subject you to 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

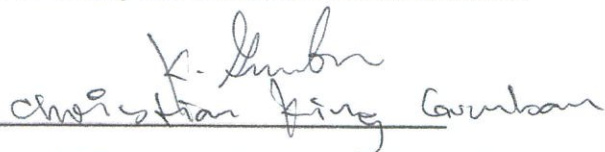
Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

yang air leak test naman po ako kaso
hindi ko po narecord kasi po nawala
yang bagong checksheet yang air leak test
hindi po agad ilipit ako natakling ng
checksheet kasi po trouble po ang machine
kasi po ating kailangan ng equipment

NOTE: You may use an extra sheet as needed


Christian King Gumban

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE T. GOMBA 11/15/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1910-1833

☒ AGENCY

Please Specify: MDHII

<u>Jonathan -</u> <u>JABANADOR</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: CHRISTIAN KING CECENBA
Position: ASSOCIATE
ID Number: BR14167
Batch No.: 055
Car Model/Line: DAIHATSU DOL / INITIAL

Process: ALUMINUM
Group/Shift: DS/A
Date/ Time: OCTOBER 18, 2019 (11:3)
No. of Offense: 1ST OFFENSE
Superior Name: R. ESBREO

Audit Findings: NOT FOLLOWING SLP

Details: no record for air leak test since October 1st.

WRITTEN EXPLANATION

dag air leak test naman po ako
kaso hindi ko po nairrecord kasi po naman
kung bagong checksheet ng air leak test.
Hindi po agad ulit ako nakahinge ng
checksheet kasi po trouble po ang machine lagi
po along tawag ng equipment

Remarks/ Evaluation:

Issue Penalty

<u>F. Lumber</u> Signature of Employee Date: <u>10/10/19</u>	<u>Ruben</u> <u>REGINA ESBREO</u> Jr Staff Date: <u>10-24-19</u>	<u>1919</u> Staff Date: <u>11/24/19</u>	<u>1919</u> Supervisor Date: <u>10/25</u>	<u>1919</u> Manager Date: <u>10/26</u>
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