

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PANGANIBAN, MARJORIE

EMPLOYEE NUMBER: BF-16718

DEPARTMENT: HONDA 3006

DATE: November 13, 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:** Associate in **Non-Compliance** or failure to follow the standard operational procedure in inspecting product, Inspector did not compare actual harness to master sample. Inspector did not double check the product details of nameplate vs. polycard after packing, last **September 23, 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.

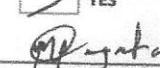
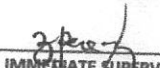

In view of this, you are hereby given a two days suspension for the said violation of our Employee Code of Conduct.

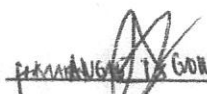
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:   
**Mary Alanis Prago**  
**MDHII HR COORDINATOR**

NOTED BY: \_\_\_\_\_  
**Ms. Michelle Fajardo**  
**MDHII HEAD COORDINATOR**

  
MARJORIE M. PANGANIBAN  
Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 21-22, 2020
DATE RETURNED TO WORK	January 23, 2020
SHIFT:	A
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:  J. GONZALES 11/14/19  
Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: PANGANIBAN, MARJORIE**

**EMPLOYEE NUMBER: BF-16718**

**DEPARTMENT: HONDA 3006**

**DATE: November 13, 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:** Associate in **Non-Compliance** or failure to follow the standard in **Inspecting Product**, Inspector did not compare actual harness to master sample. Inspector did not double check the product details of nameplate vs. polycard after packing, last **September 23, 2019**, which subject you in **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:**

  
**Mary Alanis Prago**

**MDHII HR COORDINATOR**

**NOTED BY:**

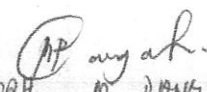
**Ms. Michelle Fajardo**


**MDHII HEAD COORDINATOR**

**EMPLOYEE'S EXPLANATION:**

I did compare, but I'm not in the right process of point to point system, the way of comparing was not good (improper), during that time po, I'm 1 and half months employed, alam ko po hindi po iyon dahilan, first time ko pong marubay bayan habang nag inspect, aminado po ako kinakabahan sin po ako, pasensya na po. Regarding about double checking ng nameplate vs. polycard, I did the checking before and during pero hindi po after po ng inspection pasensya na po doon ko lang din po nalaman ang dapat kong gawin. Pasensya na po di na po mawala.

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

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

**Received by:**  **ANDRE** **Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-M09-1462

☒ AGENCY

Please Specify: MDHII

<u>JR. REYES</u>	<u>S. Magadia</u>
Audited By:	Noted By:

Name: Rangani ban, Marjorie  
 Position: Associate  
 ID Number: BF-16718  
 Batch No.: 378  
 Car Model/Line: Honda 1300G

Process: Appearance  
 Group/Shift: A1 NS  
 Date/Time: 09-23-19 10:30AM  
 No. of Offense: 1st  
 Superior Name: A. Areglado

Audit Findings: non-compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not compare actual harness to master sample

Inspector did not double check the product details of nameplate vs. polycard after packing

## WRITTEN EXPLANATION

I did compare but not in the right process of point to point system. I'm just a new employee and I admit that I'm not that good and yet just starting to be familiar in the rules of inspection.

My fault. I thought that checking of nameplate vs polycard is before and during the process of inspection. I promise to remember everything and do what is right and needed as inspector.

Remarks/ Evaluation:

Issue Penalty

<u>P. Areglado</u> Signature of Employee Date: <u>09-26-19</u>	<u>P. Areglado</u> Jr Staff Date: <u>09/26/19</u>	<u>M. Areglado</u> Staff Date: <u>09/26/19</u>	<u>2. Areglado</u> Supervisor Date: <u>09-26-19</u>	<u>M. Areglado</u> Manager Date: <u>9/26</u>
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