

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 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: Un authorized Repair/Hidden Repair. Associate using ballpen to repair unlocked clamp in Appearance process, last **August 22, 2019**, which subject you in **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: Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

SIKAPANG LO PO ITO SA LINDAT/LAHANG GUSTO KO LANG PO MAKATULONG AT MAGKARON NG OUTPUT.
PAREHISA NA PO AT HINDI NA PO ITO MAIULIT.

NOTE: You may use an extra sheet as needed

Raquel M. De Roxas
RAQUEL M. DE ROXAS 10-10-2019

Employee's Signature Over Printed Name/Date

Received by: Michael A. Fajana

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 2019

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: Un authorized Repair/Hidden Repair. Associate using ballpen to repair unlocked clamp in Appearance process, last **August 22, 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 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: _____

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

one day suspension: (Oct 16, 2019) October 21, 2019

Noted by: _____

Immediate Supervisor

Approved by: _____

Manager



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 2019

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: Un authorized Repair/Hidden Repair. Associate using ballpen to repair unlocked clamp in Appearance process, last August 22, 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 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:

Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Raquel M. de Roxas
RAQUEL M. DE ROXAS 10-10-2019

Employee's Signature Over Printed Name/Date

Received by:

ANGIE A. GONZA

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-16-1906-7141

☒ AGENCY

Please Specify: MDVII

<u>Quintan</u> J. Vintara	<u>MD</u> G. Magadia
Audited By:	Noted By:

Name: De Roxas, Rachel
Position: Associate
ID Number: BF-16156
Batch No.: 270
Car Model/Line: Dalhaden Dalk/2121

Process: Appearance process
Group/Shift: DS/A
Date/Time: August 22, 2019 / 04:48pm
No. of Offense: 2nd offense
Superior Name: J. Vinas

Audit Findings: Unauthorize repair / Hidden repair
Details: Using ballpen during locking of clamp on appearance process

WRITTEN EXPLANATION

AKO PO SI RAQUEL DE ROXAS NA AUDIT SA PAGGAMIT NG BALLPEN SA
PAGLOCK NG CLAMP SA KADAHILANG GUM KU LANG PO MAKAPULONG
AT MAGKANOON NA OUTPUT - PACEHAYA NA PO HINDI NA ITO NAMUMUT.

Remarks/ Evaluation:

Issue memo MD

MDR
Signature of Employee
Date: 08-29-19

GU
Jr Staff
Date: 8-29-19

JRVinas
J. Vinas
Staff
Date: 08/29/19

M
Supervisor
Date: 8/31/19

MD
Manager
Date: 9/2