

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MATEO, LEZEL

EMPLOYEE NUMBER: BF-12740

DEPARTMENT: D01L 2106

DATE: NOVEMBER 5, 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: Non-Compliance on Insert Pull Method. Associate conduct advanced insertion on comn-DSL-6FB wire color 16/, B dated last September 17, 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 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: 

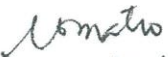
Angie T. Gomba

MDHII HR COORDINATOR




NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR


Lezel B. Mateo 11-21-19

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Jan 14, 2020</u> <u>Dec 16, 2019</u>
DATE RETURNED TO WORK	<u>Jan 15, 2020</u> <u>Dec 17, 2019</u>
SHIFT:	<u>DS</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u></u>
APPROVED BY:	<u></u>
IMMEDIATE SUPERVISOR	<u></u>
CLIENT'S MANAGER	<u>12/10</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: ANGIE T. GOMBA 11/21/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MATEO, LEZEL

EMPLOYEE NUMBER: BF-12740

DEPARTMENT: D01L 2106

DATE: NOVEMBER 5, 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: Non-Compliance on Insert Pull Method. Associate conduct advanced insertion on comn-DSL-6FB wire color 16/, B dated last September 17, 2019 which subject you **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:

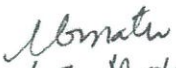

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Lezel Mateo ang na Audit (Advance Insertion). Hindi ko namam po intension na mangyari yan. Nalalon po kasi na yung sinundan po nun na insertion LC/B na sinasabing inadvaan insertion ko po ang hindi po pala nabasa ng P.C. ng ipall ko, hindi po kasi ako palag natingin sa P.C. ^{pag nag pull} nagrerela lang po ako sa tanyag nito. Kaya po nang pull ko ito nang magkasalid, siyang lapit ng J.A.M. at si naging nag advance Insertion ko. Ipinaliwanag ko po sakanya ang nangyari pero Audit na dawag yan. Kaya ako po ang humihingi ng pamanhik sa susunod po ang palag na ako tiningin sa P.C. nang maiwasan ang ganitong pangyayari. Salamat po.

NOTE: You may use an extra sheet as needed


Lezel B. Mateo 11-21-19

Employee's Signature Over Printed Name/Date

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

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1A09-RU4

☐ AGENCY

Please Specify: NDH11

<u>D. Himmson</u>	G. Magadia
Audited By:	Noted By:

Name: Mateo, Lezel
 Position: Associate
 ID Number: DT12140
 Batch No.: 247
 Car Model/Line: DALL 2106

Process: Solo Assy
 Group/Shift: DS1A
 Date/Time: Sept 17, 2019 / 9:29
 No. of Offense: 1st
 Superior Name: R. Tenorio

Audit Findings: Non compliance on Insert Pull Method
 Details: conduct advanced insertion on conn. DSL - wire cause to

WRITTEN EXPLANATION

Ako po ay si Lezel Mateo ay na Audit (Advance Insertion) Hindi ko naman po intension na mangyari yun. Nataon po kasi na yung sinundan po nun insertion LG/B na sinabing Inadvance insertion ko ay hindi po pala nabasa ng PC nang ipull ko, hindi po kas ako palagi tumitingin sa (para) PC pagmagapull at nagnirelay lam po ako sa tanyag nito. Kaya po nang i-pull ko ito ng magsasunod ay siyang lapit ng I-Alert at sinabing nag advance Insertion ako. Ipinaliwanag ko sa kanya ang nangyari para Audit ne daw po yan. Kaya ako po humingi ng panunihin sa susunod po titingin na ako palag sa PC nang masubsan ne ang mgsasunod pangyari. Salamat Po.

Remarks/ Evaluation:

Issue memo. Must check / compare to PC during insertion & pulling of wire.

<u>Lezel</u> Lezel R. Mateo Signature of Employee Date: <u>10/2/19</u>	<u>R. Tenorio</u> Jr Staff Date: <u>10/2/19</u>	<u>J. Alcantara</u> Staff Date: <u>10/3/19</u>	<u>J. Alcantara</u> Supervisor Date: <u>10/2/19</u>	<u>J. Alcantara</u> Manager Date: <u>10/2/19</u>
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