

NOTICE TO EXPLAIN

EMPLOYEE NAME: MAGSINO, GIL

EMPLOYEE NUMBER: 13856

DEPARTMENT: HONDA TKRA 3123

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 output instructions or work practices which may not result to damage of company property.**

VIOLATION COMMITTED: Associate by pass ECT operation, 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:

Ma'am/Sir, pasensya na po sa aking nagawang mali/kasalanan.
Ako po ay First time sinport sa Honda Tkra 3124 sa ECT. Ako lamang po ang

RECOMMENDATION

Suspension date

Oct. 9-10

Noted by:

Amela

Immediate Supervisor

Approved by:

Manager
Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAGSINO, GIL

EMPLOYEE NUMBER: 13856

DEPARTMENT: HONDA TKRA 3123

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 output instructions or work practices which may not result to damage of company

VIOLATION COMMITTED: Associate by pass ECT operation, which subject you in **1 to 5 Days Suspension.**

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 ~~reprimand~~ 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


GIL M. MAGSINO 09/05/19

Employee's Signature Over Printed Name/Date


Received by: EMILY L. OSORIO 09-05-19

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Name: GIL M. MAGSINO BF-13956

Violation: Bypass ECT operation

Line 3129

Ako po ay sinuport sa line 3129. Ang appearance at G.A. po ay waiting ng matagal. Dahil ako po ay first time naka pag inspect sa nasabing line. Ako po ay tambak na tambak. Ako po ay nanghihinayang sa kanilang Output dahil halos lahat po ng harness ay na stock sakin. Dino-double check ko padin naman po ang bawat dulo ng Water Hose. Pasensya na po kasi alam ko po na may mali po ako. Siguraduhin ko na pong hindi na po maulit. Nilagyan ko po ng bandtail ang Water Hose checker dahil nahihirapan po ako sa process dahil po first time ko lang po. Hindi ko padin naman po pinababayaan ang Quality kasi po dino double check ko padin po ang bawat dulo. Pasensya na po sa ating nagawang mali at kasalanan. Hindi-hindi na po maulit pangako po.

Bypass ECT operation!

Put bandtail so that harness will pass easily
↓ on (check)
pin

Everlyn Austin
JR. STAFF

pr: 2. Perez
SUPERVISOR

J. Manalo
STAFF

M. S. S. S.
MANAGER