

NOTICE TO EXPLAIN

EMPLOYEE NAME: PALOMO, JOCHELLE

EMPLOYEE NUMBER: BF-10592

DEPARTMENT: MAZAD 1118

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: Associate not following **SOP**, connector's are not return to assy jig after taping process, last **August 9, 2019**, which subject you in **WRITTEN WARNING**.

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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Kaya lang naman po hindi ko nailagay yung connector sa jig dahil po iikot na po yung board sa may barricade Hindi ko rin naman po pwedeng ihabol yung connector kasi magiging unsafe narin po siya pag pinilit ko pa pong ilagay Hindi ko na ulitin.

RECOMMENDATION

Noted by:  / 9/12

Immediate Supervisor

Approved by:  9/20

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PALOMO, JOCHELLE

EMPLOYEE NUMBER: BF-10592

DEPARTMENT: MAZAD 1118

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: Associate not following **SOP**, connector's are not return to assy jig after taping process, last **August 9, 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 **WRITTEN WARNING** 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

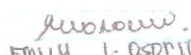
NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

 PALOMO, JOCHELLE P. / 09/06/19

Employee's Signature Over Printed Name/Date

Received by:  EMILY L. OSORIO bf-04-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALT-14-1908-791

☒ AGENCY

Please Specify: MDH11

<u>Gino</u> <u>L. Arllano</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Palano, Jochelle
Position: Associate
ID Number: BF-10592
Batch No.: 220
Car Model/Line: mazda / 1118

Process: Assembly Process
Group/Shift: NS 1A
Date/Time: August 9, 2019 / 1:35 PM
No. of Offense: 1st Offense
Superior Name: X. Kalaw

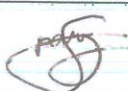
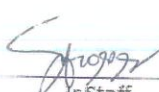
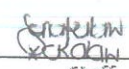

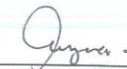
Audit Findings: Not Following SOP
Details: connectors are not return to assy jig after taping process.

WRITTEN EXPLANATION

Nasa station 7 po kasi ako noon at sa sobrang bilis po ng pag-ikot ng board, pagkatapos kong magtape diko narin po mahabol na ilagay sa jig. Dahil noong ilalagay ko na po yung connector naka-ikot na. Diko naman na po mahabol dahil bawal na po sa may barricade. Hindi na po manulit.

Remarks/ Evaluation:

Written. Next time we will be issuing penalty.

 Signature of Employee Date: <u>08-10-19</u>	 Jr Staff Date: <u>8-10-19</u>	 Staff Date: <u>8-10-19</u>	 Supervisor Date: <u>08/10/19</u>	 Manager Date: <u>8/14</u>
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