

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MANLICLIC, CYRUS

EMPLOYEE NUMBER: BF-13224

DEPARTMENT: SUZUKI 5120

DATE: MARCH 09, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3RD 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 mass pulling on connector last February 05, 2020.

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 10 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION

DATE OF SUSPENSION: Aug. 3-13, 2020

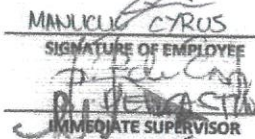
DATE RETURNED TO WORK: Aug. 14, 2020

SHIFT:

NEED FOR REFRESHER:

☒ YES ☐ NO


APPROVED BY:


MANLICLIC CYRUS
SIGNATURE OF EMPLOYEE
KATHERINE O. CARPIO
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.


MANLICLIC CYRUS C.

Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA** 03/11/2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MANLICLIC, CYRUS

EMPLOYEE NUMBER: BF-13224

DEPARTMENT: SUZUKI 5120

DATE: MARCH 09, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3RD 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 mass pulling on connector last February 05, 2020, which subject you to **11 to 15 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 CYRUS MANLICLIC SUB ASST NG 36756 AY NAGHULI NA NAGMAMASS PULLING
PUNO NAPO KASE YUNG CONNECTOR NA MAHU KASE PO TAPOS NA BIBLA PONG
NAGDOTSO KASE TO LUMUKANG PO ANG ITG KUNG INIISABA KOPO AY NAGHAWAKAN
KO ANG IBANG WIRE

HUNDI KO NAPO UULITIN SA SUSUNOD

NOTE: You may use an extra sheet as needed

MANLICLIC CYRUS C.

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 03/11/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: HR-1A-3002-0446

FAS

AGENCY

Please Specify: MOH

Audited By: M. VANGA

Checked by: J. Reyes/K. Hernandez

Noted By: G. Magadia

Name: MANLIC CYRUS
Position: ASSISTANT
ID Number: HR-10224
Batch No.: 10
Car Model/Line: Suzuki / 120

Process: Auto
Group/Shift: 11-A
Date/Time: Feb. 05, 2020 / 9:10
No. of Offense: 10
Superior Name: R. Marasigan

Non-compliance Reference/Document
Control Number:

HR-2018-04-14

Details of Audit Findings:

Non compliance on Insert Pull method
mass pulling on conn. SGT wire - 1st wire color: 1st, 2nd, 3rd, 4th

WRITTEN EXPLANATION

AKO PO CYRUS MANLIC SUB ASSY NG 36756 AY NAHULI NA NAG MANASS PULLING
PUNO NAPO KASE YUNG CONNECTOR NA MAIN KASE PO TAPAS NA BIGLA PONG NAG
DOTSU AT LUMUWAG PO ANG JIB NUNG INIISA/SA KOPO AY NAHAHAYYAKAN KO ANG
IBANG WIRE.

REMARKS/ EVALUATION

☐ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>MANLIC CYRUS</u> Employee Date: <u>01-06-2020</u>	<u>R. Marasigan</u> Jr Staff Date: <u>2/6/2020</u>	<u>Janet Marasigan</u> Staff Date: <u>02/06/2020</u>	<u>P. Serrano</u> Supervisor Date: <u>2-6-2020</u>	<u>Manat</u> Manager Date: <u>2-8-2020</u>
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