

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE CLARO, RENZ

EMPLOYEE NUMBER: BF-14700

DEPARTMENT: D01L 2113

DATE: JANUARY 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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: COMPLIANCE AUDIT.** Associate not authorized person clicked **NG/RESTART** after encountered sub **PC** error alarm (PULL NG) last **January 8, 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 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 HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Feb. 13, 2020</u>
DATE RETURNED TO WORK	<u>Feb. 14, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>Renz</u>	
APPROVED BY:	<u>1/10</u>
IMMEDIATE SUPERVISOR	
CLIENTS/MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

RENZ ANGELO L. DE CLARO

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-10-2020

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: DE CLARO, RENZ

EMPLOYEE NUMBER: BF-14700

DEPARTMENT: D01L 2113

DATE: JANUARY 10, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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: COMPLIANCE AUDIT.** Associate not authorized person clicked **NG/RESTART** after encountered sub **PC** error alarm (PULL NG) last **January 8, 2020**, 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 HR COORDINATOR

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Kaya bu lang naman po pinatay kasi po lahat po ng expert at  
restart ay naka portion at busy din po ng araw na yun psaka  
po pinapapatay na rin po minsan samin kapag po pull ng kasi raga  
po nas agsikase po da ng mga parts hindi ng daw po nila kanyang  
may palay bay 9 samin po minsan samin pinapapatay.

NOTE: You may use an extra sheet as needed

RENZ ANGELO DE CLARO

Received by: Emily L. Osorio 01-10-2020


Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

**COMPLIANCE AUDIT REPORT**  
(DS - Pauline P. Agojo) 2113

DF-1430D

Date: January 8, 2020

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/NG	Category	Operator / Concern Person	Concern Shift	Person Informed	Group/Department	Person In-charge	Status/Remarks
1	01/08/2020 DS	Daihatsu 2113 Sub 07		Not authorized person clicked clear NG/Restart after encountered sub PC error alarm (Pull NG)	NG	SOP	Renz De Claro (Maxim)	B / DS	Kimberly Cortez	Daihatsu D01L	Sir Marlon	for monitoring