

## NOTICE TO EXPLAIN

EMPLOYEE NAME: PALIMA, MANILYN

EMPLOYEE NUMBER: BF-11146

DEPARTMENT: SUZUKI (6104) QA

DATE: JULY 18, 2019

### 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:** Associate not following SOP, inconsistent point to point system and comparing on master sample during inspection process, last **June 19, 2019**, 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:

Ako po si Manilyn Palima, Na audit po ng i-alet nag compare  
master sample. Naa mamadali po kasi ako

### RECOMMENDATION

Suspension Date

Aug 4, 15, 2019

Noted by: Manilyn Palima

Immediate Supervisor

Approved by: Rg M

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PALIMA, MANILYN

EMPLOYEE NUMBER: BF-11146

DEPARTMENT: SUZUKI 5104

DATE: JULY 18, 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, inconsistent point to point system and comparing on master sample during inspection process, last **June 19, 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 a Two 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: 

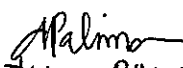
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

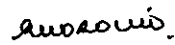
NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

  
MANILYN PALIMA

Employee's Signature Over Printed Name/Date

Received by:   
EMILY L. OSORIO 07-20-19

Signature Over Printed Name/Date

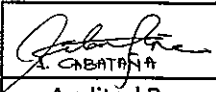
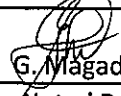
# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1906-325

☒ AGENCY

Please Specify: MAXIM

 A. CABATANA	 G. Magadia
Audited By:	Noted By:

Name: Marilyn Palima  
Position: Associate  
ID Number: 598499  
Batch No.: 229  
Car Model/Line: Suzuki / S104

Process: Assurance Process  
Group/Shift: A-DS  
Date/ Time: June 19, 2019 / 01:40pm  
No. of Offense: 1st  
Superior Name: J. Poon & J. Prado

Audit Findings: Not following SOP

Details:




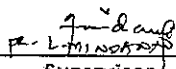
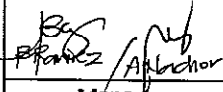
Inconsistent point to point system and comparing on master sample during inspection process.

## WRITTEN EXPLANATION

Ako po si Marilyn Palima. Na audit ng i-alert not comparing on master sample. nung time po natin nagmamadali ako dahil tambak po ako. Nag compare naman po ako pero hindi ko tinataas ang master sample. tinatapat ko lang po ang harness sa kanilang tinataas para po i-check yung portion natin.

## Remarks/Evaluation:

Please Issue Necessary Penalty

 Signature of Employee Date: <u>06-25-19</u>	 J. POON Jr Staff Date: <u>06-25-19</u>	 J. PRADO Staff Date: <u>06-26-19</u>	 J. POON Supervisor Date: <u>6-26-19</u>	 J. PRADO Manager Date: <u>6-27-2019</u>
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