

## NOTICE TO EXPLAIN

EMPLOYEE NAME: DE PABLO, CHIN CHIN

EMPLOYEE NUMBER: BF-10114

DEPARTMENT: HONDA BATTERY 3108

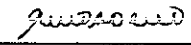
DATE: JULY 25, 2019

**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.**

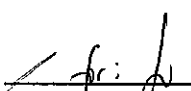
**VIOLATION COMMITTED:** Associate not following **SOP**, did not conduct pen marking on passed tape on **ECT** inspection, last **June 19, 2019**, which subject you in **1 to 5 Days Suspension**.

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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER


**EMPLOYEE'S EXPLANATION:**

Di ko na pen markan tung na ect ko po kase by id sets po ako tung mag

## RECOMMENDATION

Suspension date

Aug. 7, 8, 2019 <sup>Chad</sup> 14 AUGUST 10, 2019

Noted by:  8/01

Immediate Supervisor

Approved by: 

Manager

LEA P. ESCALONA

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** DE PABLO, CHIN CHIN

**EMPLOYEE NUMBER:** BF-10114

**DEPARTMENT:** HONDA BATTERY 3108

**DATE:** JULY 25, 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, did not conduct pen marking on passed tape on ECT inspection, 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 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:** Emily L. Osorio

Emily L. Osorio

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** Ms. Chady Dosono

Ms. Chady Dosono

**MDHII BRANCH MANAGER**

Chin chin de Pablo / 07/26/19

**Employee's Signature Over Printed Name/Date**

Received by: Emily L. Osorio 07-26-19

**Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1006 - 715

☒ AGENCY

Please Specify: MDA11

<u>M. Casana</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Chia Chin De Pablo  
Position: Associate  
ID Number: BF 10114  
Batch No.: 213  
Car Model/Line: Honda Battery 3108

Process: E.CT  
Group/Shift: ADS  
Date/ Time: June 19, 2019 11:55am  
No. of Offense:   
Superior Name: A. Atable

Audit Findings: Not following SOP

Details: Associate did not conduct pen marking on Passed tape on ECT inspection

## WRITTEN EXPLANATION

Ako po si chia chin de pablo, Asky/Ect ng HONDA BATTERY 2018 ay na audit po na hindi nagpepenmark..  
Sa kadahilangang nakalimutan ko po dahil by 10 sets po ang gang ko ng pag pepenmark. Dahil maliit po lang po yung product ko at maliit ang quantity kaya by 10 sets po ako kung magpen mark. Nakalimutan ko na pong lagyan ng penmark kasi po pumunta po ako sa FORMER para po kunin yung mag wire ko.

## Remarks/ Evaluation:

\* (litatin) lisa-isatin ko na po ang pagpepenmark at cusundin ko na po ang SOP.

NOTE: PLEASE REVIEW THE FLOW OF PROCESS AT SMALL PRODUCT.

6/27/19

please Issue Penalty

Chia Chin De Pablo  
Signature of Employee  
Date: 06/26/19

ANA  
Jr Staff  
Date: 06/27/19

Manila M. Diaz  
Staff  
Date: 06-27-19

C. Tolentino  
Supervisor  
Date: 6/27/19

V. Escamero  
Manager  
Date: 7/2/19



## MEMORANDUM

**TO : ALL EMPLOYEES**  
**FROM : HUMAN RESOURCE & GENERAL AFFAIRS SECTION**  
**SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE**  
**DATE : APRIL 16, 2018**  
**REF. NO. : HRGA-2018-04-14**

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

- A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:**
1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool  
(Pag-repair ng harness na di naaayon sa FALP rules)
  2. Bringing of the following prohibited materials / tools within production area:  
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool  
(to be validated by the QA and Production Manager)
  3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)  
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
  4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

**NOTE:**

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- |   |   |                         |  |
|---|---|-------------------------|--|
| B | - | 2 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 <sup>th</sup> offense | Dismissal; dishonourable separation from the service   |

**B. DISMISSAL from Employment:** will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.