



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CATAPANG, ANDREA

EMPLOYEE NUMBER: BF-16307

DEPARTMENT: SUBARU GC7 7105 (A)

DATE: November 8, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST 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: NOT FOLLOWING SOP.** Associate caught not using COT JIG during process dated last October 10, 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 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: \_\_\_\_\_

Angie T. Gomba

MDHII HR COORDINATOR

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

Michelle A. Fajardo

MDHII HEAD COORDINATOR

CASE-584-0784	
RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 10, 2019
RETURNED TO WORK:	Dec. 11, DS for refresh
SIGNATURE OF EMPLOYEE	
APPROVED BY:	IMMEDIATE SUPERVISOR
CLIENT'S MANAGER	

Catapang, Andrea

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: CATAPANG, ANDREA**

**EMPLOYEE NUMBER: BF-16307**

**DEPARTMENT: SUBARU GC7**

**DATE: November 8, 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: NOT FOLLOWING SOP.** Associate caught not using COT JIG during process dated last **October 10, 2019** which subject you to 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:** \_\_\_\_\_

**Angie T. Gomba**

**MDHII HR COORDINATOR**

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

**Michelle A. Fajardo**


**MDHII HEAD COORDINATOR**

### **EMPLOYEE'S EXPLANATION:**

Grumanginit po ako ng COT JIG. Nagkita ko lang po talaga na hindi nagmamart (labat) ng wite sa bandang dulo kanya mayas ko (dapat) na at dahil sobrang busy din po ng Jr. Staff namun di ko na tumanggap sa kanya at nagmamadali din po kami dahil gusto naming makataraget. At NG din po kasi ang COT JIG.

Kung ano more penalty ang ibigay sa akin tatanggapin ko ng hukuman sa loob ko dahil sa paglabag ko sa rule habang nagtatrabaho.

**NOTE: You may use an extra sheet as needed**

  
Catapang, Andrea E.

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

**Received by:** \_\_\_\_\_

**Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION



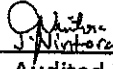
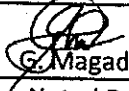
FAS

Control No: TAP-1A-P10-1752



AGENCY

Please Specify: MDHII

 Audited By:	 Noted By:
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Name: Catapang, Andrea  
Position: Associate  
ID Number: BE-16303  
Batch No.: 273  
Car Model/Line: Subaru GCT/7105

Process: Bukmi Process  
Group/Shift: DS/A  
Date/ Time: Oct-10, 2019 / 09:12am  
No. of Offense: 1st Offense  
Superior Name: M. Rodriguez

Audit Findings: Not following SOP

Details:

Not using cot jig during process

## WRITTEN EXPLANATION

Sumagana po ako ng COT Jig. Napakatawan lang pong hindi nag meet ang kalar  
hati ng unit kaysa magka ko. Halatang madali ko makita ako ng I-  
tutal na hindi gumagana ng COT Jig. At isa pa po NG po kasi ang  
COT Jig.

At dahil po sa nangyaring yun makakaasa po kaysa na hindi na  
mananatira po. Pasasaya na po atalamat...



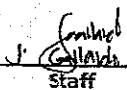
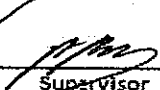
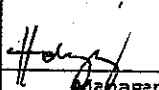
## Remarks/Signatures

Written → We have rule for using COT jig.

ongoing replacement of NG COT jig

Issue penalty based on felp handbook & memo

this can cause late  
breaking. Very big issue

 Signature of Employee Date: <u>10-22-19</u>	 Staff Date: <u>10-22-19</u>	 Staff Date: <u>10-22-19</u>	 Supervisor Date: <u>10-22-19</u>	 Manager Date: <u>10/25</u>
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