

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE LEON, AISA ALYSSA

EMPLOYEE NUMBER: BF-17180

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</sup> OFFENSE)

### RECOMMENDATION:

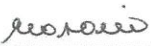
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

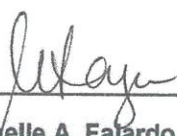
**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate advanced fill up of check sheet on daily inspection record, list of recording real value, daily inspection record, last **July 22, 2020.**


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 6 DAYS SUSPENSION for the said violation of our Employee Code of Conduct.

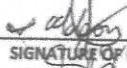
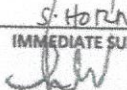
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

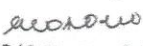
PREPARED BY:   
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY:   
Michelle A. Fajardo  
MDHII ONSITE COORDINATOR

  
AISA ALYSSA B. DE LEON

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 1-7, 2020</u>
DATE RETURNED TO WORK	<u>October 8, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u></u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u></u> IMMEDIATE SUPERVISOR
<b>KATHERINE O. CABRERA</b> CLIENTS MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:   
EMILY L. OSORIO

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: DE LEON, AISA ALYSSA

EMPLOYEE NUMBER: BF-17180

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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: NOT FOLLOWING SOP.** Associate advanced fill up of check sheet on daily inspection record, list of recording real value, daily inspection record, last **July 22, 2020**, which subject you in **6 to 10 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 HR COORDINATOR

NOTED BY:                     

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po si Aisa Alyssa B. De Leon, ako po ay nag-advance ng fill-up sa check sheet kasi po minsan nalilimutan ko po ng fill-up kasi po minsan kumbakaon po karmi kaya nakalimutan ko po ng fill-up ng check sheet.

NOTE: You may use an extra sheet as needed

                      
AISA ALYSSA B. DE LEON

Employee's Signature Over Printed Name/Date

Received by:                       
EMILY L. OSORIO

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FALP 4A-2007-1519

Name: De Leon, Lisa Alexa  
Position: Associate  
ID Number: BF-17160  
Batch No.: 2nd  
Car Model/Line: Suzuki YD1 / 516

Process: ECT  
Group/Shift: D-A  
Date/ Time: July 22, 2020 / 6:10  
No. of Offense: 1st  
Superior Name: R. Gamboa

<u>M. R. Alzate</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document  
Control Number:

FALP-GL-PRD-GP-092

## Details of Audit Findings: Not following SOP

Admin fill up of checklist & Daily Inspection Record & list of recording real value & Daily Inspection Record of Dummy Plug

## WRITTEN EXPLANATION

Ako po ang nag-advise ng fill-up ng checklist kasi po minsan nakakalimutan ko paun mag fill-up at minsan po ang mag kaka-anti din din po ako ng lagay ng date.

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

☐ Agency/FALP Written Only (based on handbook)

<u>adessa</u> Employee Date: <u>07-29-20</u>	<u>R. Gamboa</u> Jr Staff Date: <u>7-29-2020</u>	<u>J. Consuegra</u> Staff Date: <u>8-11-20</u>	<u>S. Hernandez</u> Supervisor Date: <u>8-6-2020</u>	<u>Castala</u> Manager Date: <u>8-11-20</u>
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