

SILVANA YIB

5136

03/25/2021

DATE



IMMEDIATE SUPERVISOR

APPROVED BY:

NOTICE OF DECISION

Emp. No. BE-16291 Date Prepared March 23, 2021
 Employee Name DEL MARINO TIV Case Ref. No. _____
 Position ASSOCIATE Employment Status REGULAR
 Dept/Section PDI / Section 1

Details of Offense:

Article No. VII
 Section No. 7
 Article Code OFFENSE AGAINST WORK AND BUSINESS STANDARDS
 Article Description Failure to follow business standard, operational procedure, work instruction or work practice which may or not be result damage to company property
 Nature of Offense NOT FOLLOWING SUP
 Number of Offense 1ST
 Applicable Penalty WRITTEN WARNING

Incident Summary

Using other name on sub PC during sub-assembly process

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐

Your failure to submit your written explanation

☒

Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐
☒
☐

Verbal Warning

Written Warning

Suspension Without Pay for

NA days starting fromNA to NA

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by:

ANNA I. BROWER

Approved by:


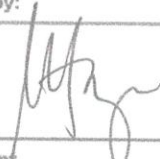

Received by:

04/17/21

Employee Signature/Date



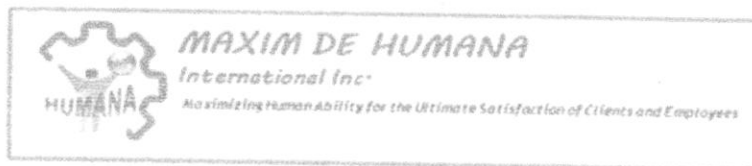
NOTICE TO EXPLAIN

			DATE	03/23/21	
EMP. NAME	DEL MUNDO, JAY	CASE NO.	F-2011-01-1845		
POSITION	ASSOCIATE	EMP. NO.	DF-18299		
CLIENT	PNB	DEPT/SEC	PDI / Section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p>					
Alleged Violation (s): (please indicate all possible infractions)					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	7	OFFENSE AGAINST WORK AND BUSINESS STANDARDS	Failure to follow business standard, operational procedure, work instruction or work practice which may or not be result damage to company property	1st	Written warning
Specifically and in detail the infraction was:					
Based on the submitted Incident Report/document:					
<p>Associate used other name on sub PC during sub-assembly process according to him he forgot to change / or he logged his name on PC during sub-assy process dated last January 3, 2021</p>					
Attachment (if any):					
Prepared by			Noted by:		
<p>Unit 1 </p>					
Employee's Acknowledgement					
<p> 03/23/21 7:50 Signature/Date/Time</p>					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021



EXPLANATION FORM

MEMORANDUM CONTROL NO. F-2014-21-1840

Date: 04-17-21

Details of Explanation Using other name on sub PC during sub assembly process

Noong time po na iyon pangyayari po ako naon
late po dumating ang shuttle, kaya nung ating ko sa line
kunti lang ang buffer nang naitali po akong pumasok at hindi
ko na nagmamayayag sa palatun ang pangalan ng pc na
pinagant ko.

JAY DEL PRINCO

Signature over Printed Name

Received by:

ANGIE T. BUNDA
MDHII Coordinator

Noted by:

[Signature]
Branch Manager

MDHII Remarks:

I-ALERT WRITTEN EXPLANATION

☐ FAS



AGENCY

Please Specify: NDHII

Control No: FALP-1A-201-010

Name: Del mundo Jay
Position: Associate
ID Number: BF18299
Batch No.: 304
Car Model/Line: baghatsu D1L 1213

Process: sub-assembly
Group/Shift: NS-B
Date/ Time: January 5, 2021/9:45
No. of Offense: 1st offense
Superior Name: L. Pambulo

Audited By: [Signature]
Checked by: [Signature]
Noted By: [Signature]

Non-compliance Reference/Document
Control Number:

FALP-W1-PAD-SA-042

Details of Audit Findings:

Using other name on sub PC during sub assembly process

WRITTEN EXPLANATION

kin kanya gabi pang papatak ako pakate po ako, at na pagdadatay ako sa line
naa kanti jaya po ang bugeer ng kabilang kanya sa pagkakatagil ng ko, mabibilangin
ko pang patitan yung pantalan sa sub po sa katulungan na din pang tin
pata maka pag bugeer ngad.

REMARKS/ EVALUATION



i-Alert written only



Agency/FALP Written Only(based on handbook)



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

<u>[Signature]</u> Employee Date: <u>1-8-2021</u>	<u>[Signature]</u> Jr Staff Date: <u>1-8-2021</u>	<u>[Signature]</u> Staff Date: <u>1-8-2021</u>	<u>[Signature]</u> Supervisor Date: <u>01-08-21</u>	<u>[Signature]</u> Manager Date: <u>1/8</u>
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