

# DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CLOSA, MARVIN

EMPLOYEE NUMBER: BF-13158

DEPARTMENT: HONDA TKRA 3124

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</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 using other JC instead of JC that is set on ECT jig last August 24, 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 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 On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	December 28
DATE RETURNED TO WORK	December 29
SHIFT:	5
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	 December 12/1 D. PEREZ IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

  
 Closa Marvin

Employee's Signature Over Printed Name/Date

Received by:

  
 1/15/2021 11/4/20

Signature Over Printed Name/Date

# NOTICE TO EXPLAIN

EMPLOYEE NAME: CLOSA, MARVIN

EMPLOYEE NUMBER: BF-13158

DEPARTMENT: HONDA TKRA 3124

DATE: OCTOBER 20, 2020

## 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: NOT FOLLOWING SOP.** Associate using other JC instead of JC that is set on ECT jig last August 24, 2020, which subject you 1 to 5 days of 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: per: hdpaly

Michelle A. Fajardo

MDHII On-Site Supervisor

## EMPLOYEE'S EXPLANATION:

Ako po si Marvin Closa Associate ng Line 2109, ung O>Date po sa kin  
nung nakikilalang buwan ay hindeng hindi na po manatit mas gagawin ko  
na po ung tama pag process ng Akiny Portion

NOTE: You may use an extra sheet as needed

Marvin Closa  
Closa Marvin

Employee's Signature Over Printed Name/Date

Received by: Marvin T. Gomba n/10/20

Signature Over Printed Name/Date

AGENCY  
Please Specify: MDHII

Name: Closa, Marvin  
Position: Associate  
ID Number: BF-13158  
Batch No.: 250  
Car Model/Line: Palatka DIAL / 2109

Process: ECT  
Group/Shift: AL-R  
Date/ Time: Aug 24, 2020 / 12:20  
No. of Offense: 1st  
Superior Name: S. Bungal

<u>J. M. Garcia</u> Audited By:	<u>(R. Hernandez)</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document Control Number:  
FMP-WI-PRD-CI-058

**Details of Audit Findings:**

Not following COP  
using other JC instead of JC that is set on ECT JIB SSG-JC-27MF-R

**WRITTEN EXPLANATION**

Si ako si Marvin Closa Associate ko ang hindi ko nanap sa position na Associate  
Sakin via kapartuhan ko po madali kame at maglaban ang business manual  
po ngayon kung hindi po magiging kapartuhan hindi na po maglaban ang  
magiging kapartuhan.

**REMARKS/ EVALUATION**

☒ i-Alert written only  
☐ Agency/FALP Written Only (based on handbook)  
Need day/s suspension (based on handbook & Memo for Major Non-compliance).

<u>M. Gomba</u> Employee Date: <u>8-29-20</u>	<u>Angie T. Gomba</u> Jr Staff Date: <u>8-29-20</u>	<u>S. Bungal</u> Staff Date: <u>8/20/20</u>	<u>M. Gomba</u> Supervisor Date: <u>8/20/20</u>	<u>M. Gomba</u> Manager Date: <u>8/20/20</u>
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You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: AS  
**Angie T. Gomba**  
**MDHII HR COORDINATOR**

NOTED BY: \_\_\_\_\_  
**Michelle A. Fajardo**  
**MDHII On-Site Supervisor**

M. Closa  
Closa Marvin

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 18</u>
DATE RETURNED TO WORK	<u>December 19</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<u>YES</u>
SIGNATURE OF EMPLOYEE <u>M. Closa</u>	
APPROVED BY:	<u>Angie T. Gomba</u> IMMEDIATE SUPERVISOR
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Angie T. Gomba 8/20/20  
**Signature Over Printed Name/Date**