

## **DISCIPLINARY ACTION MEMORANDUM**

**EMPLOYEE NAME: ALISOSO, MARIO** 

**EMPLOYEE NUMBER: BF-18531** 

**DEPARTMENT: SUZUKI MAIN 5101** 

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; Fallure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

VIOLATION COMMITED: UN-AUTHORIZED PERSON DOING THE PROCESS. Doing option taping on dimension even not certified last July 29, 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 Olk 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:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo MDHII On-Site Supervisor

Alicaso, Ja

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

MARIO

RECOMMENDATION

DATE OF SUSPENSION:

December 01, 2000

DATE RETURNED TO WORK

December 07, 2010

SHIFT

NEED FOR REFRESHER:

APPROVED BY:

Ginables .

SIGNATURE OF EMPLOYEE

APPROVED BY:

MIMEDIATE SUPERVISOR

- Charin

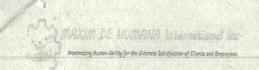
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at

Received hy

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Koning III

Signature Over Printed Name/Date



## NOTICE TO FXPI AIN

**EMPLOYEE NAME: ALISOSO, MARIO** 

**EMPLOYEE NUMBER: BF-18531** 

**DEPARTMENT: SUZUKI MAIN 5101** 

DATE: OCTOBER 20, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (15T 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 COMMITED: UN-AUTHORIZED PERSON DOING THE PROCESS. Doing option taping on dimension even not certified last July 29, 2020, 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

MDHI On-Site Supervisor

## EMPLOYEE'S EXPLANATION:

AKO PO ci Mario Alisaso Jr. ay na audit dahil mag option po ako NEDI AKO OBJETTEBO CA OPTION TAPINO EINUPPORT KO LANG NAMBA PO ANG PARTISHE KO KAS'I PO DELAY AT TAMBAK HAPO KASI KAMI, HIDDI KO NAMAN PO ALAM NA BAWAL MAG. OPTION TAPWG Mr. HUMOI CERTIFIED AND THINKING KO DO KHSI SINCE MASA DIMENSION AT MAG. DOPTION YUNG KARAMA KO AKAHA KO PO PUMBOE DIN AKO, DI KO PO ALAM NA NAY CERTIFIED PROCESS PARA SA OPPRON

NOTE: You may use an extra sheet as needed

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

Signature Over Printed Name/Date

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Please Specify: INDIF!		Audited By:	Checked by:	Noted By:	
Name: Alana Ma Pesition: Associate D Number: BF - 1853/ Batch No.: 306 Car Model/Line: Cuzuki yv7	Group/Shift: Date/ Time: No. of Offense:	marine marine marine proportion and the contraction of the contraction	TANP-W	Non-compliance Reference/Document Control Number:  FAIP-UITPED-IP-044	
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Doing option	n taping on dimensi	DA EXCA ANT SCRÈPIC TEN EXPLANATION			
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i-Alert written only	-	ARKS/ EVALUATION  cy/FALP Written Only(base	ed on handbook)		
Troca days suspension	Dasco Ironi Hariobook & Ivici	T. A		PA	
Employee Date CHUW	Jr Staff Date: (5-14-2h)	Staff Date: 476-20	Supervisor Date: 4/16/2003	Manager Date:	