



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VILLAGRACIA, JEAN EDWARD

EMPLOYEE NUMBER: BF-15139

DEPARTMENT: SUZUKI 5125

DATE: December 18, 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: NON-COMPLIANCE, Associate not follow insert pull me method doing advance insertion during process in sub assy, might cause of wrong insert and TBO dated last **November 29, 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 two 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:

Angie V. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 7-8, 2020</u>
DATE RETURNED TO WORK	<u>Feb. 9, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>09068192826</u> <u>Angie V. Gomba</u>	
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Michelle A. Fajardo</u>
IMMEDIATE SUPERVISOR	
<u>Michelle A. Fajardo</u>	
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 V. Gomba 01/04/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: VILLAGRACIA, JEAN EDWARD

EMPLOYEE NUMBER: BF-15139

DEPARTMENT: SUZUKI 5125

DATE: December 18, 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: NON-COMPLIANCE, Associate not follow insert pull me method doing advance insertion during process in sub assy, might cause of wrong insert and TBO dated last **November 29, 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:

Hindi na po kasi minsan bukas makatipon sa pc kaya minsan kabut hinila na e hindi po tumutunaw kaya ang lumalabas po habang dinala ang pag insert ay magiging advance insertion dahil nga po di gumagana ang pc habang nag insert.

para po hindi na maulit ang gamang advance insertion kaysa sumula po ako ulit ng wire na insert na sumat biglang dahil sa na pang tumutunaw po ang pc sa pag hila ng wire o kung nag palit na ng edong wire.

NOTE: You may use an extra sheet as needed

Michelle A. Fajardo / Jean Edward A. Villagracia 01/04/20


Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01/04/20

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Mhang Marquez)

Date: November 29, 2019

Item	Date	Process	Area	Location	Actual image	Findings / For Improvement	Assign to whom	Category	Created / Date	Int. Concern	Person informed	Responsible Co.	Responsible Dept.	Person in charge	Follow up/Remarks
1	Nov. 29,2019	Suzuki line 5125			Associate not follow insert pull method doing advance insertion during process in sub assy,might cause of wrong insert and TBO	Inform junior staff regarding this and advised associate to follow SOP in sub assy process	SOP	Jean Edward Villagracia-Martin	N/S	Norenel Reyes	Suzuki	Ma'am Kath	for monitoring		