



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FRAGO, RUBY ANN

EMPLOYEE NUMBER: BF-37774

DEPARTMENT: SUZUKI 5123 QA

DATE: NOVEMBER 15, 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 COMPAIRING MASTER SAMPLE VS. ACTUAL.** Associate did not compairing to master sample during inspection, last **September 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 1 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.

REPAIRED BY: maosorio  
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY: Fr. Sg.  
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 11, 2020</u>
DATE RETURNED TO WORK:	<u>Dec. 12, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>Ruby Ann R. Frago</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Ruby Ann R. Frago  
Employee's Signature Over Printed Name/Date

Received by: maosorio  
Emily L. Osorio  
Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: FRAGO, RUBY ANN

EMPLOYEE NUMBER: BF-37774

DEPARTMENT: SUZUKI 5123

DATE: NOVEMBER 15, 2020

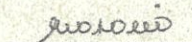
### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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: NOT COMPAIRING MASTER SAMPLE VS. ACTUAL.** Associate did not compairing to master sample during inspection, last September 29, 2020, which subject you in 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:



Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:



Ms. Michelle F. Fajardo

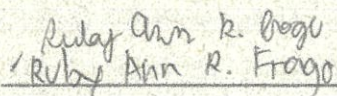
MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po si Frago, Ruby Ann, na-audit ng Ialant noong September 29, 2020 dahil sa hindi pagacompare sa master sample sa kadahilanang inantala na po ako at hindi ko na po nacompare ng ayos ang iniinspect ko.

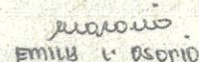
- Nangangako po ako na hindi na ulitin at gagawin ng tama ang aking trabaho.

NOTE: You may use an extra sheet as needed

  
Ruby Ann R. Frago

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: MDH11

Control No: TMP-14-2009-3957

<u>L. Brillano</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Erago, Ruby Ann Process: Quality Assurance  
 Position: Associate Group/Shift: NS/A  
 ID Number: BF-37774 Date/Time: Sept. 29, 2020/05:28  
 Batch No.: 327 No. of Offense: 1st offense  
 Car Model/Line: Suzuki 401/5123 Superior Name: R. Maquinto

Non-compliance Reference/Document  
Control Number:

TMP-WI-BCA-15005

Details of Audit Findings: Not comparing master sample vs. actual  
Did not comparing to master sample during inspection.

## WRITTEN EXPLANATION

Dahil po sa sobrang antak hindi na po ako nakakapagcompare ng eyes sa master sample 7pm-7am po kasi ang shift ko noon at first time ko po mag-a-ting gamit kaya nag-adjust palang po ako noon. Nguni po ay ginagawa ko na ng same ang trabaho ko.

## 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>Ruby Ann E. Erago</u> Employee Date: <u>10-29-20</u>	<u>M. Mendoza</u> JI-Staff Date: <u>10-28-20</u>	<u>J. P. 109</u> Staff Date: <u>10-29-2020</u>	<u>J. P. 109</u> Supervisor Date: <u>10-30-2020</u>	<u>h/s</u> Manager Date: _____
---	--	--	---	--------------------------------------