

NOTICE TO EXPLAIN

EMPLOYEE NAME: ORENSE, NENETH

EMPLOYEE NUMBER: BF- 12101

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 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: Un authorized Repair/Hidden Repair. Associate conduct pulling of branch due to short dimension from center of clamp to connector, last **August 24, 2019**, 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 EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Neneth D. Orense Dimension Inspector (Associate) ay gumawa ng hindi dapat
ganin kapag nag ka NG, ako po ay nakapaghila dahil short dimension hindi ko po nai-apply
ang STOP CALL & WAIT (SOP) kapag nagka NG-, hindi na po ako nakababalik
sobrang antok na din po ako nung time na yun, pinamali
dahil hindi to po ginawa
NG.

RECOMMENDATION

Suspension date

Sept. 18-19
15-16-19-20

Approved by: _____
Manager

Noted by: _____

Immediate Supervisor

_____/Date



MAXIM DE HUMANA

International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

EXPLANATION FORM

Date:

Details of Explanation:

Nangangako po ako na hinding hindi ko na po ulitin, gagawin ang aking ginawa hinding hindi na po ako maghihila o repair, tatanag na po ako ng vr. staff dahil sila lang po ang responsible na mag repair nito, iapply ko na po ang stop, call a wait at (kupas po short) gagamit na po ng red tag. Pasensya na po sa aking ginawa, sigurado po ako at nangangako na hindi ko na ulitin.

Henette A. Orense
Henette A. Orense 09/10/19

Signature over Printed Name

Received By:

Emilio L. DSDRID
Emilio L. DSDRID 09-10-19

MDHII Coordinator / Admin Officer

Noted By:

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ORENSE, NENETH

EMPLOYEE NUMBER: BF- 12101

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 2019

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: Un authorized Repair/Hidden Repair. Associate conduct pulling of branch due to short dimension from center of clamp to connector, last **August 24, 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 2 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: _____


Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER


- Neneth A. Orense 09/10/19

Employee's Signature Over Printed Name/Date

Received by: _____

 Emily L. Osorio 09-10-19

Signature Over Printed Name/Date