

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PENOMENO, DAISY

EMPLOYEE NUMBER: BF-14745

DEPARTMENT: D01L 2125 (B)

DATE: November 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: UN AUTHORIZED PERSON DOING PROCESS. Associate conduct setting of parts certified only on layout process dated last **October 28, 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 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 HEAD COORDINATOR

DAISY D. PENOMENO
DAISY D. PENOMENO / 01-04-2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Jan. 29, 2020</u>
DATE RETURNED TO WORK	<u>Jan. 30, 2020</u>
SHIFT:	<u>B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
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: EMILY I. BORIO 01-04-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: PENOMENO, DAISY

EMPLOYEE NUMBER: BF-14745

DEPARTMENT: D01L 2125

DATE: November 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: UN AUTHORIZED PERSON DOING PROCESS. Associate conduct setting of parts certified only on layout process dated last **October 28, 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:

Ako po si Daisy Penomeno ay na audit ng i alert sa kadahibnang
nagpaparts po ako ngunit hindi po ako certified, nagawa ko po yon sa dahilang
walang naka process gusto ko lang pong humulong sa linya.

Ipagpaumanhin po ninyo ang akong nagawa hindi na po alert
mawala. Salamat po.

NOTE: You may use an extra sheet as needed

Daisy Penomeno
Daisy D. Penomeno . / 01-04-2020

Emily L. Osorio
Received by: EMILY L. OSORIO 01-04-2020

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-IP-1910-2031

☒ AGENCY

Please Specify: MOHII

<u>M. Sasama</u> M. Sasama	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: PEROMENO, DAISY
Position: ASSOCIATE
ID Number: BF14 745
Batch No.: 259
Car Model/Line: DAIHATSU DOL/2125

Process: PARTS DISTRIBUTION
Group/Shift: DS/B
Date/ Time: OCTOBER 28, 2019/09:30
No. of Offense: 1st offense
Superior Name: W. Habla

Audit Findings: Un Authorized Person doing the Process

Details:

conduct setting of parts, certified only on lay-out Process.

WRITTEN EXPLANATION

ako po si Daisy D. Peromeno ay na audit na i-left sa kadalihanang nagpaparts po ako na hindi po ako certified. Nagpaparts po ako dahil po wala pang naka process nang aras na yun. Sa kagustuhan ko pong makatulong sa linya kaya po ako na lang ang nagparts kahit na hindi ako certified. Ipagpamamahin po ninyo ang ginawa ko. Pina pangako ko po na hindi na po ako ulit nagparts.

Remarks/ Evaluation:

Issue memo ghe

<u>D. Peromeno</u> Signature of Employee Date: <u>11-05-19</u>	<u>W. Habla</u> Jr Staff Date: <u>11/05/19</u>	<u>M. Amis</u> Staff Date: <u>11/6/19</u>	<u>P. Amis</u> Supervisor Date: <u>11-7-19</u>	<u>G. Magadia</u> Manager Date: <u>11/7</u>
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