

## NOTICE TO EXPLAIN

EMPLOYEE NAME: CATAPANG, DEXTER

EMPLOYEE NUMBER: BF-13645

DEPARTMENT: DAIHATSU 2106

DATE: AUGUST 12, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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:** Associate not following insert pull-method, advance insertion on connector **YLE-TP-5F-GR-Vi/, L/,** last **August 07, 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 Dexter Jerick Catapang ay na audit sa kadahilanan-po na ako po ay nag advance insertion kase po ung sub pc ko pong isinasub ay may karamal product na Binaliktad lang po ang na insert ko na

### RECOMMENDATION

Suspension date

Sept. 26-27

Noted by:

  
Immediate Supervisor

Approved by:

  
Manager

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** CATAPANG, DEXTER

**EMPLOYEE NUMBER:** BF-13645

**DEPARTMENT:** DAIHATSU 2106

**DATE:** AUGUST 12, 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:** : Associate not following insert pull-method, advance insertion on connector **YLE-TP-5F-GR-Vi/, L/, last August 07, 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.

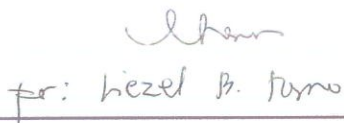
**PREPARED BY:**



**Emily L. Osorio**

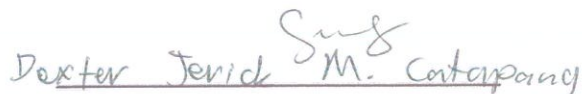
**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:**

  
for: Chady B. Dosono

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

  
Dexter Jerick M. Catapang

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


**Received by:**

  
Emily L. Osorio 8-23-19

**Signature Over Printed Name/Date**



## i\_Alert Audit Report

Car Model / Line No.	Daihatsu Line 2106		Action Taken
Date / Time	August 7, 2019/9:18pm		
Name / ID No.	Catapang, Dexter Jerick/BF-		
Shift / Group	NS-A		
Batch No.	252		
Process	Sub-Assembly		
FAS or Agency: specify	MDHII		
Person Informed	J. Atienza		
Audited by:	E. Artuz		
Details			
<p>Not following INSERT-PULL method</p> <p>Advance insertion on connector YLE-TP-5F-GR - Vi/,L/</p>			