

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ZOREN, RODRIGO

EMPLOYEE NUMBER: BF-13209

DEPARTMENT: DAIHATSU 2115

DATE: OCTOBER 17, 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.**

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 seven 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 T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 25-30 / DEC. 2-8
RETURNED TO WORK:	Dec. 4 Ds for retrain
Z. Rodrigo	
SIGNATURE OF EMPLOYEE	
APPROVED BY:	11/21/19
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	

Z. Rodrigo
ZOREN RODRIGO

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRAGO 11/18/19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: ZOREN, RODRIGO

EMPLOYEE NUMBER: BF-13209

DEPARTMENT: DAIHATSU 2115

DATE: OCTOBER 17, 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/ HIDDEN REPAIR. Associate caught in act using of safety pin in removing retainer lock due to encountered foreign material which is piece of gomusen last August 30, 2019, which subject you in 6 to 15 days of 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: for Jk Prago
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: for Ms. Chady Dosono
Ms. Chady Dosono
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Hi Sir, galing po kasi ako cr nun tapos pagbalik ko po ng line natalangal po un perdible sa akin cap. Pagbalik ko po sa akin sub po ay natalangal ko na po ikabit sa cap ko un perdible. Tapos nakachounter po ako ng dotsu open i home naman po un insert ng kasingan ko po un connector may nalita po ako kuby pula kaya po ng hnaab ko un connector. Tingnang ko po un retainer lock gamit ang akin kama nabalala po ni mam ii tingnang ko po gamit un perdible kasi po tagtag nga po un lock. Binalik ko din po un lock gamit ang akin kama na abala po ni mam nga.

NOTE: You may use an extra sheet as needed

Zoren Rodrigo
ZOREN RODRIGO

Received by: MARY ALANIS PRAGO 10-17-19
Signature Over Printed Name/Date

Employee's Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7812 14-1908 1023

☐ AGENCY

Please Specify: MOHII

<u>[Signature]</u> Magadia	<u>[Signature]</u> Magadia
Audited By:	Noted By:

Name: Rodrigo, Zoren
Position: associate
ID Number: BT 1209
Batch No.: 250
Car Model/Line: Volvo 2011/2115

Process: Solo Asing
Group/Shift: NS 1A
Date/Time: Aug. 30, 2010 6:45
No. of Offense: 1st
Superior Name: _____

Audit Findings: un-authorized / Hidden Repair

Details:

caught in act using of safety pin in removing retainer lock due to encountered foreign material which is piece of gumuhen.

WRITTEN EXPLANATION

Hon / Sir. Galing po kasi ako ar. nun tapos pagbalik ko po ng line natanggal po un perdible sa akin cap. Pagbalik ko po sa akin sub pc ay nakalimutan ko na po ikabit un perdible sa akin cap sa pagmamadali po na wala na po kaming buffer. Tapos ng nag susub na po ako mka encounter po ako ng dotsu open it tama naman po un insert ng tiringnan ko po un connector may nakita po ako pula na para pang alumi kaya po tumab ko un connector pagbab ko po sa connector bigla po nakuha un pula po na nakita ko. Imagtag ko po un retainer lock ng connector gamit ang akin kamay na deadla po rin man i alert ay sumulat ko gamit ang perdible na hawak ko po. Man / Sir natanggal bilang naman po un lock ng connector dahil tama naman po un insert ko mag dotsu open po i nun ipress ko po un bigla po posat sa sub pc. kaya po ibabalik ko na un lock kasi po nauada po un nakita ko pula. Ng ibabalik ko na po un lock gamit ang akin kamay sabko po dating rin man i alert na alala po mag insert po ako dahil may buak po ako perdible.

Remarks/Evaluation

h2o: Please attached the i-alert explanation to confirm the un-authorized repair

→/issue maximum penalty
(6-15 days suspension) (1st)

Z Rodrigo
Signature of Employee
Date: 8/30/10

J. MADO
Jr Staff
Date: 6/30/10

J. Vinar
Staff
Date: 9-20-10

14/1/23
Supervisor
Date: 7/23/14

7/23
Manager
Date: 7/23

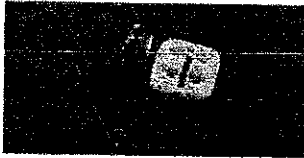

October 03, 2019

Sa Kinakukulan,

ako po si Melanie Casama ang naka audit kay Rodrigo Zoren nung August 30, 2019 na ginagamit ung safety pin (pardible) pang alis ng retainer lock. Makita ko po na sinusundot nya ng pardible ung retainer lock built in po ung retainer lock sa connector nilapitan ko po agad sya nakita ko po natanggal nya na ung retainer lock pina hold ko po ung connector at kinuha ung pardible at retainer lock sa kamay nya naka open po ung pardible nung kinuha ko sa kanya. Tinawag ko po ung staff nila na nasa line din nila ng time na yun para sa investigation tinanong po namin kung bakit tinagtag nya ung retainer lock ^{gamit ung pardible} sabi po nya may foreign material (piece of gumosen nared po) ang sabiponya. nung investigation naman po namin hindi naman nga sinabi na ginamit nya ung kamay ~~nya at na ung ginamit nya~~ ^{na} pantanggal at galing sya nun ng CR ang sabi lang nya ay galing sa cap nya ung pardible kasi sirang cap nya. Nung tsineck naman po namin ung connector wala po ung foreign material. Hindi din po nag dotsu ang PC Kasi ~~na~~ hindi namam po nag wang wang ung PC nila at wala naman pong expert at Jr. staff na lumapit para patayin ung sub PC. Ung sinasabi po nya na habang nagsusub po sya ay hawak nya po ung pardible paman po un ay naka open po ung pardible nung kinuha ko sa kanya di nasundot po ang kamay nya habang nagsusub sila gitnang insertin na po yun. at bend din po ang dulo ng pardible nang nakita ko. Hindi pa po nya ibabalik nung time na yun ung retainer lock Kasi kaka tangal pa lang po nya nun.

Naka attach din po dito ung actual picture ng pardible nung naaudit ko. Salamat po.

Casama
Melanie Casama
QC In-charge

Car Model / Line No.	Daihatsu D01L/2115	<div style="display: flex; justify-content: space-around;">   </div>	
Date / Time	August 30, 2019/6:45		
Name / ID No.	Rodrigo Zoren/BF13209		
Shift / Group	NS/A		
Batch No.	250		
Process	Sub Assembly Process		
FAS or Agency: specify	MDHII		
Person Informed	J. Barredo		
Audited by:	M. Casama		
Details			
<p><u>Un-Authorized/Hidden Repair</u> Caught in act using of safety pin in removing retainer lock due to encountered foreign material which is piece of gomusen</p>			