

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MANLICLIC, CYRUS

EMPLOYEE NUMBER: BF-13224

DEPARTMENT: SUZUKI YD1 5120

DATE: FEBRUARY 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2ND 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: NON-COMPLIANCE ON INSERT-PULL METHOD.** Associate caught advanced insertion of terminal in the connector DSL-6F dated last **January 18, 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 6 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

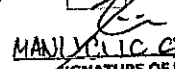
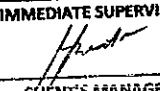
NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

  
MANLICLIC CYRUS C.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>March 22-27, 2020</u>
DATE RETURNED TO WORK	<u>April March 30, 2020</u>
SHIFT:	<u>A</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 a kunin lto pagbalik after suspension bago mag 8am/pm.	

Received by: ANGIE T. GOMBA 02/15/20

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MANLICLIC, CYRUS**

**EMPLOYEE NUMBER: BF-13224**

**DEPARTMENT: SUZUKI YD1 5120**


**DATE: FEBRUARY 11, 2020**

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2ND 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: NON-COMPLIANCE ON INSERT-PULL METHOD.** Associate caught advanced insertion of terminal in the connector DSL-6F dated last January 18, 2020 which subject you to **6 to 10 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**

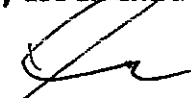
**NOTED BY:** \_\_\_\_\_  
**Michelle A. Fajardo**  
**MDHII HEAD COORDINATOR**

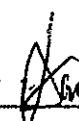
**EMPLOYEE'S EXPLANATION:**

AKO PO SI CYRUS C. MANLICLIC AY NAHULI PO AKO KIN NA NAG ADVANCE  
KAYA KORO NAMAL MAGAWA MUN AY WALA PO MA LAYOUT.

PINAPANGAKO KORO NA HINDI KONA UULITIN ANG MAG ADVANCE  
GAGAWA NAPO AKO NG TAMA. HINDI KO NA PO UULITIN ANG MAG ADVANCE

**NOTE: You may use an extra sheet as needed**

  
MANLICLIC CYRUS C.  
**Employee's Signature Over Printed Name/Date**

**Received by:**  ANGIE T. GOMBA 02/18/20  
**Signature Over Printed Name/Date**

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: ADHII

Name: Cyrus Manliclic

Position: Associate

ID Number: BF-13224

Batch No.: #250

Car Model/Line: L5120 SUZUKI YD1

## Details of Audit Findings:

Non-compliance on INSERT - Pull method  
Associate caught advance insertion of terminal in the connector DJL-GF.

## WRITTEN EXPLANATION

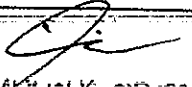
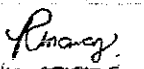
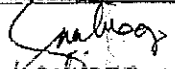
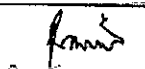
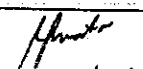
AKO PO SI CYRUS C. MANLICLIC NG 36756 LINE 5120 KAYA PO AKO NA  
KAPAG ADVANCE AY WALA NA PO KASENG MA FLAYOUT SAKA PO BIG PRODUCT  
PO KAME HINDI KO NALANG PO UPLITIN.

HINDI NA PO AKO MAG ADVANCE MAG STANDARD NA PO AKO.

☐ I-Alert Explanation Only

☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

 Signature of Employee Date: <u>JAN 21 2020</u>	 R. Maniclic Jr Staff Date: <u>1/22/2020</u>	 K. Maniclic Staff Date: <u>1/22/2020</u>	 P. Maniclic Supervisor Date: <u>1/22/2020</u>	 G. Magadia Manager Date: <u>1/22/2020</u>
--	--	---	---	--

Control No: TMP-1A-2001-0103

<u>MARY ANN MANICLIC</u> Audited By:	<u>G. Magadia</u> Noted By:
---	--------------------------------

Process: Sub Assy

Group/Shift: Shift A / DS

Date/ Time: January 8, 2020 - 11:15 AM

No. of Offense: 1

Superior Name: Rosell Maniclic