

## NOTICE TO EXPLAIN

EMPLOYEE NAME: FALCON, ALVIN

EMPLOYEE NUMBER: BF-13670

DEPARTMENT: SUZUKI 5116

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 non compliance on **SOP** putting crumpled tape inside detection checker, encountered six times cases of no detection, last **March 22, 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.

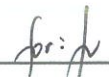
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

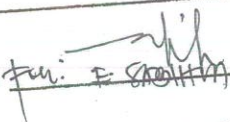
hindi po ako ang naglagay ng crumpled white tape kapa lang po ako na audit dahil binigay ko sa kasama ko ang crumpled white tape. In case na mailit po ang defect na ito hindi na po ako manginibab. tatawan na naman po

### RECOMMENDATION

Suspension date

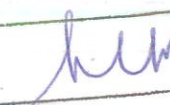
Aug. 30 - 31, 2019

Noted by:



Immediate Supervisor

Approved by:



Manager

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: FALCON, ALVIN**

**EMPLOYEE NUMBER: BF-13670**

**DEPARTMENT: SUZUKI 5116**

**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.**

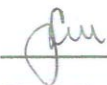
**VIOLATION COMMITTED:** Associate non-compliance on **SOP** putting crumpled tape inside detection checker, encountered six times cases of no detection, last **March 22, 2019**.

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**

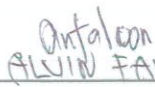
**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:**



**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

  
**ALVIN FALCON N.** Aug 15, 2019

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

**Received by:**



**Emily L. Osorio** 08-16-19

**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

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FAS

Control No: TACP-1A-1903-235

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AGENCY

Please Specify: MDMH

P. SANCHEZ	G. Magadia
Audited By:	Noted By:

Name: ALVIN FALCON  
Position: ASSOCIATE  
ID Number: BF-13670  
Batch No.: 253  
Car Model/Line: SUZUKI XD1/5114

Process: ECT  
Group/Shift: B / DS  
Date/Time: 03-22-19 / 6:00PM  
No. of Offense: 1ST OFFENSE  
Superior Name: E. GONZALES

Audit Findings: NON COMPLIANCE ON SOP PUTTING CRUMPLED TAPE INSIDE  
Details: DETECTION CHECKER JIG

PUTTING OF CRUMPLED TAPE TO DETECTION JIG DUE TO BROKEN  
BACK WIRE ON ECT CHECKER JIG.

NOTE : ENCOUNTERED SIX TIMES CASES OF NO DETECTION.

## WRITTEN EXPLANATION

Hindi po ako ang responsable ng crumpled white tape. Kaya lang po  
ako na audit dahil binigay ko sa isama ko ang (white) crumpled  
white tape. In case na mayroon po ang defect sa ito hindi na po  
ako nahangarin. Tapos nalang po ng aming hintayin po.  
Hindi po ako na responsable sa ating mgawa at  
kaya po hindi na ito mayroon.

This is March

Audit.

Why Only now?

Remarks/ Ev

Please Issue

Signature of Employee  
Date: 3/24/19

Signature of Jr Staff  
Date: 3/24/19

Signature of Staff  
Date: 3/24/19

Signature of Supervisor  
Date: 3-26-19

Signature of Manager  
Date: 3/27/19

04/23/19




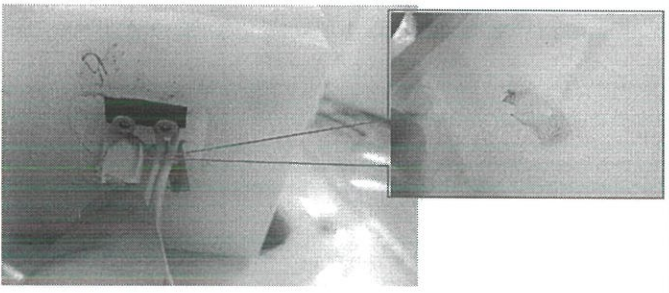


MapInfo

ENG-001-03



## i\_Alert Audit Report

Car Model / Line No.	SUZUKI YD1/ 5119	Picture	Action Taken
Date / Time:	03/23/19		
Process:	MANUAL SUB ASSY		
Shift / Group	DS-B		
Name / ID No.	Laqui Jovelyn / 17-PK15057		
Batch No.	169		
Person Informed	L.BANAWA		
Details			
<b>UN-AUTHORIZED PERSON DOING THE PROCESS.</b> Layout associate caught doing insertion without connector jig on Manual Sub.			
Car Model / Line No.	SUZUKI YD1/5116	Picture	Action Taken
Date / Time:	MARCH 22,2019/06:00 PM		
Process:	ECT PROCESS		
Shift / Group	DS-B		
Name / ID No.	A.Alday/A.Falcon		
Batch No.	169 & 253		
Person Informed	Eden Gonzales		
Details			
<b>NON COMPLIANCE ON SOP</b> <b>PUTTING CRUMPLED TAPE INSIDE</b> <b>DETECTION CHECKER JIG</b> Associate caught putting of crumpled tape to detection jig due to broken back wire on ECT checker jig.			
<b>NOTE: Encountered six times cases of</b> <b>No detection.</b>			