



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MALIGAYA, JENNIELYN

EMPLOYEE NUMBER: BF-11357

DEPARTMENT: DAIHATSU 2105

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 1 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:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 5, 2019
RETURNED TO WORK:	Dec 6 (DS for refres)
SIGNATURE OF EMPLOYEE	<u>Jenielyn Maligaya</u>
APPROVED BY:	<u>Ms. Chady Dosono</u>
IMMEDIATE SUPERVISOR	<u>For: / s. m. p. r. c.</u>
CLIENT'S MANAGER	

Jenielyn Maligaya

Employee's Signature Over Printed Name/Date

Received by: MARY FLORES PRADO

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP 1A-10109-146

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AGENCY

Please Specify: MDHII

<u>CHITMAN</u> D. THYSEM	<u>Magadia</u>
Audited By:	Noted By:

Name: MALIBAZA JENNIELYN
Position: ASSOCIATE
ID Number: BF11357
Batch No.: 232
Car Model/Line: DAIHATSU 2105

Process: SUB ASSEMBLY PROCESS
Group/Shift: DS 1B
Date/ Time: SEPTEMBER 24, 2019 09:12
No. of Offense: 1ST OFFENSE
Superior Name: L. JAVIER

Audit Findings:

NON COMPLIANCE ON INSERT PULL METHOD

Details:

PULL

ASSOCIATE USE ONLY TWO WIRES WHEN CONDUCTING PULLING DURING RE-SUB ASSY PROCESS

7

WRITTEN EXPLANATION

IMAGINAHAN NIO PO HINDI KO NA PO LULITA ANG ARING AUDIT NA
JTO. NALAWA KO LANANG PO JTO DAHIL DALAWANG PC ANG ARING HAWAK AT
MAGHABOL LANANG PO AKO NG OUTPUT PAGANSKA NA PO

Remarks/Evaluation:

1st offense

<u>Analysys</u> Signature of Employee Date: <u>10/2/19</u>	<u>Magadia</u> Staff Date: <u>10/2/19</u>	<u>L. JAVIER</u> Staff Date: <u>10/2/19</u>	<u>Supervisor</u> Supervisor Date: <u>10-10-19</u>	<u>Magadia</u> Manager Date: <u>10/4</u>
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