

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 2019

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: Not following STOP, CALL and WAIT. Associate appearance inspector passed the harness in even if for minor repair, harness for repair are hang in appearance hanger, last **August 23, 2019**, which subject you in **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: 

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

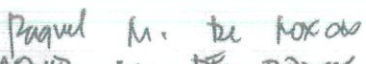
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

LAGAWA KO PO ITO SA KADAHILANANG TAMBAK PO ANG HANGER KO KAYA HINDI
KO PO MASUNOD ANG STOP CALL WAIT. PARENSYA NA PO HINDI
NA ITO MAHULIT

NOTE: You may use an extra sheet as needed


RAQUEL M. DE ROXAS 10-10-2019

Employee's Signature Over Printed Name/Date

Received by: 

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE ROXAS, RAQUEL

EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

DATE: SEPTEMBER 01, 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: Not following STOP, CALL and WAIT. Associate appearance inspector passed the harness in even if for minor repair, harness for repair are hang in appearance hanger, last **August 23, 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 6 days sus 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

RECOMMENDATION

6 days suspension: (Oct. 18, 22, 24, 29, November 4 & 5, 2019)
October 28 - 31 to November 4 and 5, 2019

Noted by:

Immediate Supervisor

Approved by:

Manager

DISCIPLINARY ACTION MEMORANDUM

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EMPLOYEE NUMBER: BF- 16156

DEPARTMENT: DAIHATSU D01L 2121

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PREPARED BY:

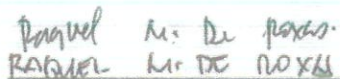

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:


Ms. Chady Dosono

MDHII BRANCH MANAGER


Raquel M. de Roxas
10-10-2019

Employee's Signature Over Printed Name/Date

Received by:


Michelle B. Fajardo

Signature/Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-14-1908-143

☒ AGENCY

Please Specify: MDH1

<u>J. Vinas</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: De Roxas, Raquel
Position: Associate
ID Number: BF-16156
Batch No.: 270
Car Model/Line: Datsun Dill/2121

Process: Appearance process
Group/Shift: DS/A
Date/ Time: August 23, 2019/04:40pm
No. of Offense: 1st offense
Superior Name: J-Vinas

Audit Findings: Not following stop call wait
Details: Appearance inspector push the OK button even the harness is for repair

WRITTEN EXPLANATION

AKO PD SI RAQUEL DE ROXAS NA AUDIT SA PUSH THE OK BUTTON EVEN THE HARNESS IS FOR REPAIR - SA LADAHILANANG DABAL PO ANG HANGER KO KAYA HINDI KO PD NAKINOD ANG STOP CALL WAIT PAKETIYA NA PD HINDI NA ID MAKULIT.

Remarks/ Evaluation:

Issue removed

pdr
Signature of Employee
Date: 08-26-19

J
Jr Staff
Date: 8-29-19

J. Vinas
Staff
Date: 08/29/19

J
Supervisor
Date: 8/31/19

J
Manager
Date: 9/2