

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL

EMPLOYEE NUMBER: BF-15307

DEPARTMENT: SUBARU 7107

DATE: FEBRUARY 17, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 conduct manual insertion last January 25, 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 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:

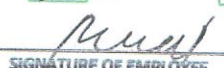
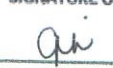
  
Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

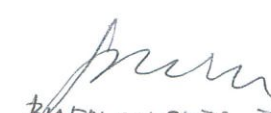
  
Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION <u>7 days</u>	
DATE OF SUSPENSION:	<u>April 18, 2020</u>
DATE RETURNED TO WORK	<u>April 20, 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
<u>09654406878</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

ANGIE T. GOMBA 02/27/2020

Employee's Signature Over Printed Name/Date

Received by:  BUENCONSEJO JOHN CYREL

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: BUENCONSEJO, JOHN CYREL**

**EMPLOYEE NUMBER: BF-15307**

**DEPARTMENT: SUBARU 7107**

**DATE: FEBRUARY 17, 2020**

**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: NON-COMPLIANCE ON INSERT PULL METHOD.** Associate conduct manual insertion last January 25, 2020, which subject you to 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:** \_\_\_\_\_

**Angie T. Gomba**

**MDHII HR COORDINATOR**

**NOTED BY:** \_\_\_\_\_

**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

**EMPLOYEE'S EXPLANATION:**

IVANGYARI PO YON SA HINDI PO SINASADYANG PAGKAKATAON  
SA KADAHILANANG MAY TINANGONG PO SA AKIN ANG LAYOUT  
TUNGKOL SA AKING INSERTION YON PO NAKASIDENTE KO PONG  
NAINSET ANG WIRE SA CONNECTOR NA AKING HAWAK

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

MGIE

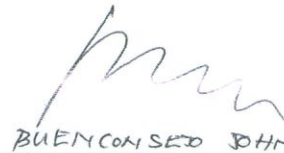


GOMBA

02/17/2020

Employee's Signature Over Printed Name/Date

Received by:



BUENCONSEJO JOHN CYREL

Signature Over Printed Name/Date




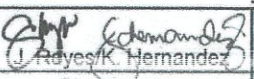

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDH II

Control No: FALP-1A-2001-0229

 Audited By:	 Checked by:	 Noted By:
--	---	--

Name: BUENCONCEJO, JOHN GROL  
Position: Asst. Dir.  
ID Number: BF-15307  
Batch No.: 260  
Car Model/Line: Silverado / 7107

Process: Sub-assy  
Group/Shift: DS-A  
Date/ Time: January 25, 2020/2:00  
No. of Offense: 1st  
Superior Name: J. Sante

Non-compliance Reference Document  
Control Number:

HREA-2018-04-14  
Memorandum for major non-compliance

## Details of Audit Findings:

Normal interview

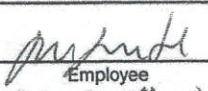
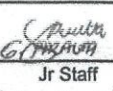
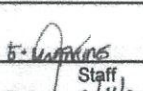
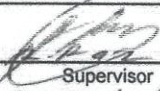
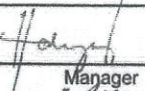
Non-compliance on INSERT - PULL method

## WRITTEN EXPLANATION

AKO PO AY NAG MANUAL NG DI KO PO SINASADYA  
CA KADA HILANANG MAY TINATANONG PO AKO SA LAY OUT  
I NAI NALIMUTAN KO NA MAY HAWAK PALA AKONG SAM  
AT WIRE AT RIAKSIDENTE KONG NAINBERT

## REMARKS/ EVALUATION

☐ i-Alert written only ☒ Agency/FALP Written Only (based on handbook)  
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

 Employee Date: <u>02-04-20</u>	 Jr Staff Date: <u>02-04-20</u>	 Staff Date: <u>02/04/20</u>	 Supervisor Date: <u>02/04/2020</u>	 Manager Date: <u>2/7</u>
---	---	--	---	---