

NOTICE TO EXPLAIN

EMPLOYEE NAME: CASTILLO, JESSERIE

EMPLOYEE NUMBER: BF-11713

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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 not following SOP, during encounter of abnormality, attempted to disinsert shikakari / wire on connector, defect is wrong wire, 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:


-for- Michel B. Pomo
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Parensya na po, kung nagawa ko ang kasalanan na yun. Kasi...

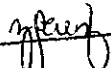
RECOMMENDATION

suspension date

Aug. 29, 2019

Suspension must be 5 days

Noted by:


Immediate Supervisor

Approved by:

Sept. 2-6

Manager

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CASTILLO, JESSERIE

EMPLOYEE NUMBER: BF-11713

DEPARTMENT: HONDA 3129

DATE: AUGUST 04, 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 not following **SOP**, during encounter of abnormality, attempted to disinsert shikakari / wire on connector, defect is wrong wire, which subject you in **1 to 5 Days Suspension.**

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 one 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.

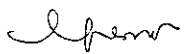
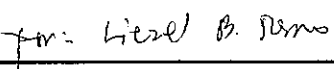
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

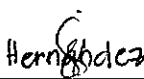



Ms. Chady Dosono

MDHII BRANCH MANAGER


JESSERIE CASTILLO

Employee's Signature Over Printed Name/Date

Received by:  **Ivec Hernandez** 08-15-19

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Name: Castillo, Jessorie A. BF/11413

Violation: _____

Line 3129

Ako po si Castillo, Jessorie, na humihingi ng paumanhin dahil po sa nagawa kong pagkakamali. Alam ko po sa sarili ko na kasalanan ko din po kaya po humihingi ako sa inyo ng pasensya.

Ipapangako ko po sa inyo na sa susunod ay hinding-hindi kuna po gagawin ang mga bagay na itakasama at itakapahamak. Sa susunod po na makaencounter na po ng gamut NG ay agad na po abong gagawa ng red tag.

Sorry po sa nagawa kong kasalanan sana haman po bigyan nyo pa po ako ng isang pagkakataon, at ang pagkakataon pong iyon ay hindi kuna po sasayangin dahil lang po sa isang malaking pagkakamali:

Ang nagawa ko pong pagkakamali ay nagpatagtag po ako ng ng retainer lock kasi nga po nagka NG ako, aaminin ko po Castillo na kasalanan ko po yun sa kawalan ko po ng bupper Castillo, Jessorie naisipan ko po yun gawin at hindi na po ako nakapag red tag. Pero sa connector po na yun wala pa pong nadibisintert na wire.

JR. STAFF

STAFF

SUPERVISOR

MANAGER

Attempted to disinsert shifter/wire on connector.

Defect is wrong wire