

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK34913
NAME : Acedera, Realyn Evangelista ✓
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : February 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 2 days Suspension 3/25-26/2020 - P 7/14-17/20
Line	DMIT/PU 2117 - NC 02106
ACKNOWLEDGE BY	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/15/2020 to name: Acedera, Realyn Evangelista

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work


Description:

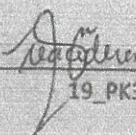
Improvised Extracting Tool

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
19_PK34913

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

Tel No. : (043) 405 6386-88 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO 19_PK34913
NAME Acedera, Realyn Evangelista
FROM PKIMT Management
SUBJECT Notice to explain
No. of Offense 1st Offense
DATE 19-Feb-20

This refers to the alleged offense(s) you have committed at 15-Feb-20 to name: Acedera, Realyn Evangelista

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description

Improvised Extracting Tool

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: Realyn E. Acedera
19_PK34913

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

OFFENSE: _____

WRITTEN EXPLANATION:

DATE: 02/25/20

Alko po si kasi kaden ay nakitaon ng compliance ng prohibited tools at etag. Anito po kasi yan
katasapan ang po ng masang muling naka-put po sa kumadaman ng may nakatagay na lab ng luto na putat
luto na putat kung oha luto ko po namandaman na may nakatagay na lab ng luto na putat
Kasi po nakatagay po ako ng gloves, nag start nadin po ang conveyor unit ko ay first lay-out po
ako sa process kaya mag-proceed na po ako sa process ko. Iyon po napulot ko kumadaman ng kumadaman
at ilagay ko na po sa t-bag ko. Hindi ko naman po alam na may nakatagay na kumadaman ng kumadaman
ko lang po ay putatin ang kasura lay-out po sa process ko sa line po naman ang lay-out process
po ay aalag insertion hindi ko po naman talaga pagmamulat ang unit ko kung may gumagana sa bag
ko kasi po ang t-bag naman ay transparent kita lalo na ang unit ko kung may gumagana sa bag
po. Kung process din po katulad ko po sa t-bag ang nakatagay na lab ng luto na putat
Countermeasure: ay hindi ko po itatagay sa lab ng t-bag ko kung itatagay ko po ang stopper at nakatagay
nameplate ng t-bag ko po ng mga lawa nguro sa lab ng t-bag ko kung itatagay ko po ang stopper at nakatagay
fitch at order kumadaman po sa t-bag ko. Hindi ko po nakatagay ang kumadaman ng t-bag ko
kasidikit lang po ako sa t-bag ko kung dam ko lang po naman ang kumadaman ng t-bag ko
jumper to penged sa t-bag ko kasi po hindi ko po alam po kumadaman ng t-bag ko
maglalarang kumadaman ng alam ko kasi po hindi ko po alam po kumadaman ng t-bag ko
dalawa at ang unit ng nakatagay na lab ng t-bag ko kumadaman ng t-bag ko
Signature: Rafael Medina 2017/0011
Signature over Printed Name: _____

Date: February 15, 2020

From: Gold Adriano and Pau Agojo – NS Compliance Coordinators

Person Informed:

Time: 11:48 PM

Place: Daihatsu line 2117

Subject: Improvised Extracting Tool-Daihatsu line 2117

Dear Sir/Madam,

Good Day.

This is to inform regarding improvised tool (pointed metal wrapped with tesa tape) found in associate's e-bag. This was found at around 11:48 PM during patrolling at Daihatsu line 2117 placed in sub hanger wire catcher. Take along the e-bag and showed the actual item to in-charge Staff Ms. Belinda Cuenca and Gina Bagui-junior staff and advised to look for the owner of the said e-bag.

E-bag with improvised tool was used by Ms. Acedera, Realyn-PKIMT, associate assigned in layout process.

Advised staff Ms. Belinda Cuenca to check and further investigate this improvised tool which use for extracting or other illegal repair activity. Also coordinated to I-alert group thru staff Ms. Rossana Tabogon and as well endorsed to her the actual improvised tool found for further investigation.

For your information and immediate action.

Images:

Note: Actual improvised tool was endorse to Ms. Rossana Tabogon- Ialert Staff

