



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 : 20_PK40008
NAME : Mayuga, Alvin Capuloy *alvin*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 8-24-2020/11-23-2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st offense
	3 days Suspension
	10/26-28/20 11/2-5/20 <i>alvin</i>
	12/4-7/2020
Line/Shift	11N18 / B
ACKNOWLEDGE BY:	
MANAGER	<i>alvin</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/16/2020 to name: Mayuga, Alvin Capuloy

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:

Unauthorized repair

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:

alvin
PKIMT Management

Conforme: *alvin*
20_PK40008

FURUKAWA - Production Operator

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



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 : 20_PK40008

NAME

Mayuga, Alvin Capuloy / 

FROM

PKIMT Management

SUBJECT

Notice to explain

No. of Offense

1st offense

DATE

24-Aug-20

This refers to the alleged offense(s) you have committed at

16-Jul-20

to name: Mayuga, Alvin Capuloy

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

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NOTED BY:



PKIMT Management

Conforme: 

20_PK40008

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: JAIP-1A-2007-1445

☐ FAS

☐ AGENCY

Please Specify: PKMT

<u>Alvin</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Alvin Manuaga
Position: Associate
ID Number: 20PK 40008
Batch No.: 906
Car Model/Line: Mazda Merge 1118

Process: sub assy
Group/Shift: NC-A
Date/ Time: July 16, 2020 / 1:45
No. of Offense: 1st
Superior Name: M. Cortiguerra

Non-compliance Reference/Document
Control Number:
HRCH. 2018-04-X1

Details of Audit Findings:

Un-authorized Repair / Hidden Repair

Associate caught in act, forcibly pulled the wires inside connector due to encountered damaged retainer lock resulted to damaged lance

WRITTEN EXPLANATION

Ako po si Alvin na gumawa ng pagkakamali sa hne kadahilanan na may encounter ako na half lock. Tapos inenlock niya ang connector. Tapos po nagkadamage tapos sinabi sa kin palitan ko nalang daw. Tapos ginawa ko naman po ay hinihingi ko po pasesensya na po sa pagkakamali ko. Salamat po sa (mataki) malawak na pagpapawala.

Please refer on now revised memorandum for the appropriate penalty.

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).

for issuance of NTE

<u>Alvin</u> Employee Date: <u>07/17/2020</u>	<u>M. Cortiguerra</u> Jr Staff Date: <u>07/17/2020</u>	<u>M. Cortiguerra</u> Staff Date: <u>07/17/2020</u>	<u>P. Cortiguerra</u> Supervisor Date: <u>07/16/2020</u>	<u>P. Cortiguerra</u> Manager Date: <u>8/7/20</u>
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