



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No.: (043) 405-6386-89 / (043) 405-6407-08

**MEMORANDUM NO. HRADM**

TO : 20 PK40152  
NAME : Dela Cruz, Zandy Mhar Moreno  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 29, 2020

| PKIMT ACKNOWLEDGEMENT FORM |                                   |
|----------------------------|-----------------------------------|
| COMMENTS/ ASSESMENT        |                                   |
| No. Offense:               | 1st offense<br>10/12/20           |
| Line/Shift                 | Honda Hera - 3129/XB              |
| ACKNOWLEDGE BY:            |                                   |
| MANAGER                    | Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 8/24/2020 to name: Dela Cruz, Zandy Mhar Moreno

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:**

**Not following SOP in Appearance (Associate adding tape due to enc.exposed wire)**

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:   
20\_PK40152

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FAMP-1A-2008-2005

|                               |                                    |                              |
|-------------------------------|------------------------------------|------------------------------|
| <u>Vintore</u><br>Audited By: | <u>K. Hernandez</u><br>Checked by: | <u>J. Reyes</u><br>Noted By: |
|-------------------------------|------------------------------------|------------------------------|

Name: DELACRUZ, ZANDY MHAR  
Position: Associate  
ID Number: 20PK46152  
Batch No.: 308  
Car Model/Line: Honda TRKA / 3129

Process: Appearance  
Group/Shift: NC-B  
Date/ Time: Aug 24, 2020 / 7:26  
No. of Offense: 1st  
Superior Name: N. De Torres

Non-compliance Reference/Document  
Control Number:

FAMP-NI-FKD-IP-007

## Details of Audit Findings:

Associate adding tape due to unauthorized repair / hidden repair  
associate adding tape due to encountered exposed wire on Appearance process

## WRITTEN EXPLANATION

IPAG PAUMAHIN KTO PO KUNG AKO MAN AY NATAPU SA WIRE  
HARNES SA KADAHILANANG KAMI PO AY TAMBAG NA ANG HARNES.  
ALAM KO NAMAN PO NA YUN AY BAWAL AT ALAINAT SA  
NON COMPLIANCE..

SA CUSKOD PO AY TATAGAL NA AKO NG STAFF  
OR JR. STAFF PARA MAG REPAIR, DAHIL PO SA GINAWA KO  
AY MAARING ANG HARNES NA NEREPAIR KO AY MAGING  
DEFECTIVE YA DIN DAHIL HINDI AKO AUTHORIZED SA PROSES  
NA YUN. HOPING FOR YOUR KIND UNDERSTANDING...

## REMARKS/ EVALUATION

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

|  |  |   |   |   |
|--|--|---|---|---|
| <u>DELACRUZ, ZANDY MHAR</u><br>Employee<br>Date: <u>09-02-20</u> | <u>G. [Signature]</u><br>Jr Staff<br>Date: <u>9/2/20</u> | <u>N. De Torres</u><br>Staff<br>Date: <u>9/4/20</u> | <u>[Signature]</u><br>Supervisor<br>Date: <u>9/4/20</u> | <u>[Signature]</u><br>Manager<br>Date: <u>9/5</u> |
|--|--|---|---|---|