



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** : 17\_PK18570  
**NAME** : Loro, Jhona O *Jhona*  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 2nd offense  
**DATE** : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 1 day suspension 3/3/2021
Line/Shift	C519-B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 7/6
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/27/2020 to name: Loro, Jhona O

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:**

No good filing of Checksheet in assembly process

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:**

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
17\_PK18570

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PIUMT

Control No: FAIP-IA-2011-5247

Name: Loro Jhona  
Position: asst. atty  
ID Number: PAK 19570  
Batch No.: 184  
Car Model/Line: Suzuki 401/5119

Process: assembly  
Group/Shift: D-1-B  
Date/ Time: Nov. 17, 2020 / 9:20  
No. of Offense: 1st  
Superior Name: m. De Chavez

K. Hernandez  
Checked by:

J. Reyes  
Noted By:

Non-compliance Reference/Document  
Control Number:

## Details of Audit Findings:

loose jig & missing bolt but still good on assy board daily inspection. Rework checksheet.

## WRITTEN EXPLANATION

Ako po si Jhona Loro, Naaudit po ako kasi pakagad sa checksheet ka ang condition ng mga jig. Start of the shift po araw araw po akong nagcheck ng assy board at mga jig. Pero ngayon Nov. 17, 2020 po ay may nagaudit nga 9:20 na po ng amnaga. Nakailang ikot na po nasa ang conveyor namin kaya hindi ka po alam na nabalik na bolt ng reference jig. Lay out po din kasi ang process at hindi ko na po nagagamit ang may missing bolt na reference jig. Lagi ko na pong dinodoble check ang mga Reference jig at mga tannak sa mga assy board na ating Finifillapan ng checksheet.

## 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).

<u>Loro Jhona</u> Employee Date: <u>1 Nov 2021</u>	<u>M. De Chavez</u> Jr Staff Date: <u>01-06-2021</u>	<u>M. De Chavez</u> Staff Date: <u>01-12-21</u>	<u>D. De Castro</u> Supervisor Date: <u>01-14-21</u>	<u>J. Reyes</u> Manager Date: <u>01/14/21</u>
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