



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\_PK30721  
Puyo, Dave Tuazon → *Dpuyo*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 9/10/2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense: 1st			
Sent to, 2019			
Line 57107-A			
ACKNOWLEDGE BY:			
MANAGER		<i>Hays</i> / 9-13	
Signature Over Printed Name/ Date			

This refers to the alleged offense(s) you have committed at 8/9/2019 to name: Puyo, Dave Tuazon

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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- No good fill up f checksheet vs.actual**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:**

*Jw*  
PKIMT Management

Conforme: *Dpuyo*  
19\_PK30721

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1908-724

☒ AGENCY

Please Specify: PKI MT

<u>Jante</u> L. De Castro Audited By:	<u>G. Magadia</u> Noted By:
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Name: Puyo Dave  
Position: Associate  
ID Number: 1a-PK30721  
Batch No.: 255  
Car Model/Line: Subaru / L7107

Process: Sub Assy  
Group/Shift: NS A /  
Date/ Time: Aug. 09, 2019 / 04:05 PM  
No. of Offense: 1st offense  
Superior Name: B. Peaña

Audit Findings: Not Following SOP

Details: No good fill-up of check sheet vs. actual

## WRITTEN EXPLANATION

Pag pamanahin nyo po ang hindi ket  
pag fill-up ng aming check sheet kc po  
naka limitan ko po na wala po kaming  
master sample ng air bag pasensya na po  
hindi na po mauulit

Pag pasensyahan nyo na po ang pagkaka mali ko sa pag fill-up  
ko sa check sheet hindi ko po kasi alam na walang master sample  
hindi na po mauulit

## Remarks/ Evaluation:

1 day suspension

Puyo  
Signature of Employee  
Date: 08-11-19

C. Borja  
Jr Staff  
Date: 08-10-19

M. [Signature]  
Staff  
Date: 8-12-19

[Signature]  
Supervisor  
Date: 8/14/19

H. [Signature]  
Manager  
Date: 8/31

gn 9/10