



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

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
Offense: 3rd	
* 5 DAY SUSPENSION	
10/9 to 13, 2020	
return 11/14/20 05@7m	
11/14/20	
Signature Over Printed name/ Date	

TO : 20_PK38012
NAME : Abas, Ruby Clacite *Abas*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : October 29, 2020

This refers to the alleged offense(s) you have committed at 10/5/2020 to name: Abas, Ruby Clacite

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 - Associate caught pulling of wire on assembly process due to encountered 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:

Jay
PKIMT Management

Conforme: *Abas*
20_PK38012

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2010-4075

☐ FAS

☒ AGENCY

Please Specify: PRIMT

<u>J. Cabatana</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Abas Ruby
 Position: Associate
 ID Number: 20PK38012
 Batch No.: 295
 Car Model/Line: Honda TKRA /3127

Process: Assembly
 Group/Shift: NS/A
 Date/ Time: October 05, 2020/02:45
 No. of Offense: 1st offense
 Superior Name: E. De Silva

Non-compliance Reference/Document Control Number:

FALP-WI-PED-ND-10

Details of Audit Findings:

Not following sop. Associate caught pulling of wire on assembly process due to encountered long wire.

WRITTEN EXPLANATION

Ako po si Ruby ADDS NA humingi ng panuntunan sa akong kasalanan dahil ako ay Naghihila. Kaya ko lang naman po yun hindi dahil lang po yung wire nyo kaya lang po mal po ung way ng aking paghihila. Kaya sa susunod na ay agutin ko na.
pag panuntunan nyo po at ako ay nangangata na hindi kaya po ulitin sa susunod.

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>J. Cabatana</u>	<u>E. De Silva</u>	<u>E. De Silva</u>	<u>Don P. 0-PEEL</u>	<u>N</u>
Employee	Staff	Staff	Supervisor	Manager
Date: <u>10-09-20</u>	Date: <u>10/9/20</u>	Date: <u>10/9/2020</u>	Date: <u>10/12</u>	Date: _____