



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_PK33064
Reglos, Jean Malabanan

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/19/2019

Jm Reglos

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day Suspension Oct 14, 2019
Line	D2119/B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/30/2019 to name: Reglos, Jean Malabanan

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- Not using reference jig during option taping

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:

Jm
PKIMT Management

Conforme: *Jm Reglos*
19_PK33064

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-1043

☒ AGENCY

Please Specify: PKIMT

<u>J. Masapol</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Reglos, Jean
 Position: Associate
 ID Number: 19PK33064
 Batch No.: 265
 Car Model/Line: Daihatsu DDL / 2119

Process: Option Process
 Group/Shift: DS/B
 Date/ Time: Aug 30, 2019 / 03:25
 No. of Offense: 1st Offense
 Superior Name: M. Comia

Audit Findings: Not following SOP

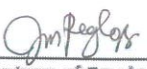



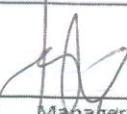
Details: Not using reference jig during Option Taping.

WRITTEN EXPLANATION

Ako po si Jean Reglos na hindi nakagamit ng reference jig sa pag option taping dahil nakalimutan ko po sa pagmamadali. Simula po noon ay lagi ko ng ginagamit ang jig at hindi na po mauulit. Hinihingi ko po ang mabwala nyong pag-unawa. Maraming salamat po.

Remarks/ Evaluation:

Issue memo

 Signature of Employee Date: <u>09-06-19</u>	 Jr Staff Date: <u>09/06/19</u>	 Staff Date: <u>9/6/19</u>	 Supervisor Date: <u>9/9/19</u>	 Manager Date: <u>9/11</u>
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