



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_PK30132
NAME : Sarte, Luis Villanueva
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 20, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: 1st - 1 day Suspension Nov. 10, 2020	
NDA 8/20/20	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/24/2020 to name: Sarte, Luis Villanueva

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:

Un-authorized Person doing the 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:

PKIMT Management

Conforme: 19_PK30132

FURUKAWA - Production Operator

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

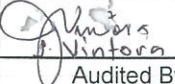
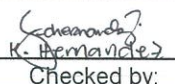
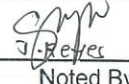
I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2008-2013

 Audited By:	 Checked by:	 Noted By:
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Name: Sante Hill
Position: Associate
ID Number: MPK30132
Batch No.: 252
Car Model/Line: Honda TKRA / 3129

Process: option tapping
Group/Shift: NC-B
Date/ Time: Aug. 24, 2020 / 8:00
No. of Offense: 14
Superior Name: N. De Torres

Non-compliance Reference/Document
Control Number:

FALP-CL-RT-17004

Details of Audit Findings:

Unauthorized Person doing the Process
Pang bandol gun process even not certified

WRITTEN EXPLANATION

Required po kasi sa line namin na ang option ay gumamit ng
bandol gun. kasi nagkabit pa kasi ang option dun ng band tie ..
Ojt naman na po ako ng babol gun pang maglockdown. kaso Bigla
pang mag-ELQ kaya hindi na po ako na certified.

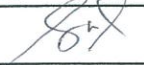
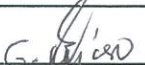



mag-papa cross Train na po ulit ako sa babol gun para pang na-certified
na po ako ay hindi na po ako na audit

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).

 Employee Date: <u>20-08-28</u>	 Jr Staff Date: <u>8/28/20</u>	 Staff Date: <u>8/28/20</u>	 Supervisor Date: <u>9/19/20</u>	 Manager Date: _____
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