



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\_PK30865  
NAME : Aguila, Leon Salvio *Leon Salvio*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : <sup>3rd</sup>  
2nd Offense  
DATE : January 31, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>2nd 3rd Off</i> <i>- 6 days Suspension</i> <i>4/2-3/2020</i>
Line/Shift	<i>BOYL 2/23 - B</i>
ACKNOWLEDGE BY:	<i>[Signature]</i> <i>2/6/2020</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/18/2020 to name: Aguila, Leon Salvio

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:

**Non Compliance Insert Pull Method**

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: *Leon Salvio*

19\_PK30865

FURUKAWA - Production Operator

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



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\_PK30865

NAME : Aguila, Leon Salvio

*Leon Salvio*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : <sup>3rd</sup>  
2nd Offense

DATE : 30-Jan-20

This refers to the alleged offense(s) you have committed at

18-Jan-20

to name: Aguila, Leon Salvio

**Violation Offense | 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 :

**Non Compliance Insert Pull Method**

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:

*Jawir*  
PKIMT Management

Conforme:

*Leon Salvio*  
19\_PK30865

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKIMI

Control No: FALP-IA-2001-0115

<u>R. Magadia</u> Added By:	<u>G. Magadia</u> Noted By:
--------------------------------	--------------------------------

Name: Leon Aguila

Position: Asst. Clerk

ID Number: 1000000000

Batch No.: 250

Car Model/Line: Honda Civic

Process: Sub. Adv.

Group/Shift: NS-B

Date/Time: Jan. 18, 2020 / 11:00

No. of Offense: 1st

Superior Name: A. Puyat

## Details of Audit Findings:

Non-compliance on Insert Pull method

Conduct advance insertion on conn. KN-EE, ASE / KNH-85P wire color: Y/G, G/B

## WRITTEN EXPLANATION

Ako po si LEON S. AGUILA at ako po ay na-Audit ng I-Alert dahil po sa nag-advance insertion po ako. na hindi naitest ko na po yellow at Gray at lahat na black wire sa mga connector. ako po ay na nga ngako na hindi rin po mauulil i-a-ang pag-aad-advance insertion ko sa ating Process na Sub-Adv.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

Leon Aguila  
Signature of Employee  
Date: Jan 22 2020

PA  
Jr. Staff  
Date: 01/22/20

C. Puyat  
Staff  
Date: 1/22

A. Puyat  
Supervisor  
Date: 1/24/2020

PA  
Manager  
Date: 1/27