

PKIMT

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 *Don L. Aguila*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : January 31, 2020

| PKIMT | |
|-----------------------------------|---|
| ACKNOWLEDGEMENT FORM | |
| COMMENTS/ASSESSMENT | |
| No. Offense: | 2nd - 6 days Suspension 4/2-3/2020 move to 7/2-4/20 |
| Line/Shift | DOYL 2/23 -B |
| ACKNOWLEDGE BY: | <i>[Signature]</i> 2/6/2020 |
| MANAGER | <i>[Signature]</i> 2/6/2020 |
| 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: *Don L. Aguila*
19_PK30865

FURUKAWA - Production Operator

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

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 8407-08

MEMORANDUM NO. HRADM

TO : 19_PK30865
NAME : Aguila, Leon Salvio *Leon Salvio*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 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

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This is for your guidance and strict compliance.

NOTED BY:

James
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: PKM17

Name: Leon Aquilla
Position: mechanic
ID Number: LAP000865
Batch No.: 256
Car Model/Line: Honda 3115

Control No: FAIP-1A-2001-0115

| | |
|--------------------------|-------------------------|
| Authorizer R. Magadia | Noted By: G. Magadia |
| Added By: | |

Process: auto assay
Group/Shift: NS-B
Date/Time: Jan. 18, 2020 / 11:00
No. of Offense: 1st
Superior Name: A. Puyat

Details of Audit Findings:

Lead advance insertion on Leon Compliance on Insert Bull method
Leon, KN-5F, MI-1-144-85F wire color: 71.61.181

WRITTEN EXPLANATION

Ako po si LEON S. AQUILLA at ako po ay na Audit ng I-Alert dahil sa na advance insertion po ako. na na insert to connector at po ay na na black wire sa mga maikilit na ang pag-aadvance insertion to sa otong 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)

| | | | | |
|---|-----------------------------|---------------------|-------------------------------|----------------------------|
| Signature of Employee Date: Jan 18, 2020 | Jr. Staff Date: 01/22/20 | Staff Date: 1/22 | Supervisor Date: 1/26/2020 | Manager Date: 1/26/2020 |
|---|-----------------------------|---------------------|-------------------------------|----------------------------|