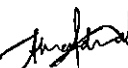
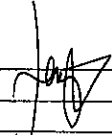




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRAD/18

TO : 18_PK25953
Almendral, Eden Cuasay 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : August 27, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd 6 days Suspension Sept. 16 - 21, 2019
Line	D2106 - 1
ACKNOWLEDGE BY: 	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/31/2019 to name: Almendral, Eden Cuasay

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(Unauthorized/Hidden repair)

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:


PKIMT Management

Conforme: 

18_PK25953

FURUKAWA - Production Operator

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

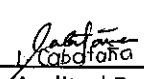
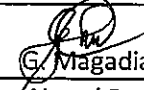
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP/A-P07-722

☒ AGENCY

Please Specify: PRJMT

	
Audited By:	Noted By:

Name: Almendral Eden
 Position: Associate
 ID Number: 18PK25953
 Batch No.: 227
 Car Model/Line: daihatsu / 2106

Process: Dimension Process
 Group/Shift: NS/A
 Date/ Time: July 31, 2019 / 05:35
 No. of Offense: 1st offense
 Superior Name: J. Alencar

Audit Findings: Un-Authorized / Hidden Repair

Details:

Inspector pulled the wire due to encountered sagged wire on dimension process

Product #: 82141 - BAO 10 A (2)

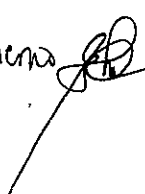
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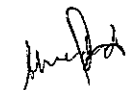
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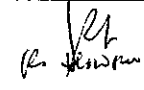
WRITTEN EXPLANATION

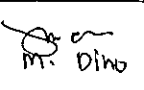
Ako po si Eden C. Almendral dimension inspector ng daihatsu line Plou. Naging mga aras pang yan ay tapos na po akong mag-inspect. Sinabi ko po na inanyas ko po ang sagged wire, hinihirapan ko lamang po tung itay. Sagged na sagged para sa vehicle can sa aring leader. Hahanap lang po ako, na ang isang daliri ko ay nasa pagitan ng mga wire sa ABID. Ito pagtatapos to go to maginspect hinihirapan to po tung damaged ito, dahil gamit ito sa damage naman po talaga ako nagpili ng ABID kit kaso pagkatapos ko po sa connector hindi na po ako dapat malapitan sa paghahatid sa test po sinasabayan to na po ang aring leader naman I-cut ang aring clamp.


Remarks/ Evaluation:

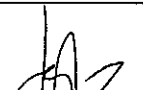
FN is name of memo 


 Signature of Employee
 Date: August 01, 2019


 Jr Staff
 Date: 8/14/19


 Staff
 Date: 8/10/19


 Supervisor
 Date: 8/10/19


 Manager
 Date: 8/14/19

Jim 8/22 / 8/10