



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\_PK30507  
Magbatoc, Aldwin Kenny Marquez *amagbatoc*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 9/19/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	OCT 12, 2019
Line	213/A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/6/2019 to name: Magbatoc, Aldwin Kenny Marquez

**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-Non compliance on insert pull method**

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:**

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
19\_PK30507

FURUKAWA - Production Operator

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

2113

## I ALERT WRITTEN EXPLANATION

☐ FASControl No: FAP-18-1709-1133☐ AGENCYPlease Specify: PKM

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

Name: Magdalen Aldwin  
 Position: associate  
 ID Number: 19PK90507  
 Batch No.: 254  
 Car Model/Line: Dalhart 11/2113

Process: Sub. assy  
 Group/Shift: NS 1A  
 Date/ Time: Sept 6, 2019  
 No. of Offense: 1st  
 Superior Name: J. Reyes

Audit Findings: non compliance on Insert Pull Method

Details:

conduct half insertion on connector SSA -TP.14f  
wire color: R/

## WRITTEN EXPLANATION

Mam ako po si Aldwin Kenny M. Magdalen ay humihingi ng  
 pangalan sa ating magulang na pag half insertion kasi po  
 kaila ko po ay nagtouch na yung Pink kaya po nagpa-  
 insert ko na po yung red. Di ko po napansin nga  
 hindi pa po nagtouch. Sa susunod po ah po  
 muna dapat insert yung red at modouble check ko na po  
 muna po kanya na po. Di ko na po ulitin yun.

## Remarks/ Evaluation:

Written warning

→ Next time we will issue penalty. jo

Magdalen  
 Signature of Employee  
 Date: 9/10/19

JOPE  
 Jr Staff  
 Date: 9/10/19

J. Reyes  
 Staff  
 Date: 9/10/19

JR  
 Supervisor  
 Date: 9/10/19

JOPE  
 Manager  
 Date: 9/10

9/11/18