



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_PK30408
NAME : Montaña, Warren Buhay
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : February 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	md 1 day suspension 4/22/20
Line/Shift	4/22/20
ACKNOWLEDGE BY:	
MANAGER	
Signature over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/17/2020 to name: Montaña, Warren Buhay

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:

No good location of NG sub wire (No red tag Attached)

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_PK30408

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_PK30408
NAME : Montaña, Warren Buhay 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd offense
DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 17-Jan-20 to name: Montaña, Warren Buhay

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

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This is for your guidance and strict compliance.

NOTED BY:



PKIMT Management

Conforme: 

10_PK30408

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-18-2001-0102

☒ AGENCY

Please Specify: PERMIT

<u>Rangio</u> <u>R. ALFREDO</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Montano, Warren

Process: Sub-Assembly

Position: Associate

Group/Shift: A/DS

ID Number: 19-PK30402

Date/Time: 01-17-20 / 4:30pm

Batch No.: 254

No. of Offense: Fifth Offense

Car Model/Line: Honda / 3114

Superior Name: P. Mangundayao

Details of Audit Findings: Not following SOP.

No Good location of the subwire. Remarks: No redtag attached.

WRITTEN EXPLANATION

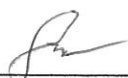
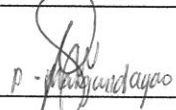
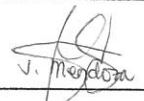

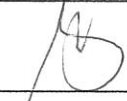
ako po si Warren B. Montano na Honda 3kg na audit
po ako sa kadalayan po wala pong redtag ang na
ko po kasi nagbibilang time na po kasi 14m kaka
hina ko napanan na redtag hinahanga ko ang Jr. Staff
namn po pasensya na po kagay hindi ko na po
unlike hinbinge ko po ay malawak ninyong pangunahin
salamat. po

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: <u>01-21-20</u>	Jr. Staff Date: <u>01/21/20</u>	Staff Date: <u>01/24/20</u>	Supervisor Date: <u>1/24/20</u>	Manager Date: <u>1/27</u>

OFFENSE: _____

DATE: 01-31-20

WRITTEN EXPLANATION:

ako po si Warren B. Montano ng Harold 3118
pasen sya na po kayo dahil na ndit po ako
sa kadalutanan po yung ~~ng~~ NB ay wala pong
red tag nakita po ng ialat sa pc ko po
hindi naman po akin iyon sa suport po namin
iyon eh. iungkin ko na po dahil po ~~ng~~ kalagay
sa pc ko po. pasensya na po kayo.

Countermeasure:

akog po ay hiniingi po ng paminuan sa iyo
~~hindi~~ hindi na po maulit po ito at lagyan ko
na po ng red tag ang NB pasensya na po kayo.

Warren B. Montano

Signature over Printed Name / Line