



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 : 20_PK39973
NAME : Gamos Jr., Danilo Kempis
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day Suspend
Date return:	12/4/20 12/5/20
Line/Shift	40120/16
ACKNOWLEDGE BY:	
MANAGER	
Signature over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/24/2020 to name: Gamos Jr., Danilo Kempis

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:

Not following SOP in Dimension inspection - no fill up on daily check record

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

Confirms:

20_PK39973

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: PMP-1A-2009-3892

<u>M. A. Mendoza</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Garcia Danilo
 Position: Associate
 ID Number: 20PK399173
 Batch No.: 306
 Car Model/Line: Honda TRKA

Process: Dimension
 Group/Shift: NS-B
 Date/ Time: Sep 24, 2020/8:00
 No. of Offense: 1st offense
 Superior Name: C. Rendo

Non-compliance Reference/Document
 Control Number:

PMP-WI-PRD-IP-044

Details of Audit Findings:

Not following SOP - Dimension inspector did not fill up
Daily check record for dimension appearance assurance inspection record.

WRITTEN EXPLANATION

napalimutan ko pong fill up ng final assembly process / minor defect record dahil nag hahabol pa
kami ng tambo

mag fill up na po ako ng final assembly process / minor defect record dahil na gaano pa karami
ang harred..

REMARKS/ EVALUATION

☐ i-Alert written only ☒ Agency/FALP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Officer</u>	<u>G. Rendo</u>	<u>X. De Torres</u>	<u>J. Reyes</u>	<u>10</u>
Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>OCT 6, 2020</u>	Date: <u>10/6/20</u>	Date: <u>10/10/20</u>	Date: <u>10/30/20</u>	Date: _____