

MEMORANDUM NO. HRADM

TO : 18_PK25988
NAME : *η. Vidal*
Vidal, Zyrene Mae Austria
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st Offense <i>dit</i> 10/12/20
Line/Shift	Honda Hkra initial/A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/29/2020 to name: Vidal, Zyrene Mae Austria

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 Joint taping (Associate conducted taping even she's only certified in Manual Crimping process)

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:

η. Vidal
PKIMT Management

Conforme: *η. Vidal*
18_PK25988

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP 1A. 2008-2144

AGENCY

Please Specify: PKM

Name: Zyrene Mae Vidal
Position: Associate
ID Number: 18PK 25988
Batch No.: 288
Car Model/Line: Honda TRX / Initial

Process: Joint taping
Group/Shift: DA
Date/ Time: Aug. 29, 2020 / 1:00
No. of Offense: 1st
Superior Name: C. Manalo

<u>S. Murillo</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document
Control Number:

FAIP-W 1-ENV - TC-131

Details of Audit Findings:

un-authorized person doing the process
associate conduct joint taping even she only certified on manual crimping process

WRITTEN EXPLANATION

Ako po si Zyrene Mae Vidal, ay na-audit sa joint taping process dahil hindi po ako certified pa. Hindi ko naman po intensyon na pumresto duon, nagkataon lang po na may inijintay akong wire na pang manual kaya napapunta po ako duon. Suklong nagpapunta po ako naang aras na iyan kung paano mag-tape. Nakaka-isang piraso palang po ako ng nalalagyan ng tape. Eksakto pang may biglang dumaan na i-alert kaya po na-audit ako nung aras na yon. Pasensya na po, asahan nyo pang hindi na ako pumresto sa process na hindi ako certified.

REMARKS/ EVALUATION

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

<u>Z. Vidal</u> Employee Date: <u>09-14-20</u>	<u>Sarah Jane Manalo</u> Jr Staff Date: <u>09-14-20</u>	<u>Alfonso J. Manalo</u> Staff Date: <u>9/14/20</u>	<u>R. PENTAND</u> Supervisor Date: <u>09/16/2020</u>	<u>[Signature]</u> Manager Date: _____
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