

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 PK39028

NAME

Racelis, Retchel Blaza

FROM

: PKIMT Management

SUBJECT

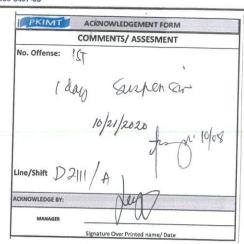
: Notice for Suspension

No. of Offense

: 1st Offense

DATE

5-Oct-20



This refers to the alleged offense(s) you have committed at

4-Sep-20

to name: Racelis, Retchel Blaza

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No.

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 lay-out process (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 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.

10

NOTED BY:

Off Karen

Conforme:_

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) 495 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO

20 PK39028

NAME

Racella Retchel Blaza

FROM

PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 1st Offense

DATE

5-0ct-20

This refers to the alleged offense(s) you have committed at

4-Sep-20

to name: Racelis, Retchel Blaza

Violation Offense | V

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NOTED BY:

PKIMT Management

Conforme:_

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS	Control No: +AIP-IA-Jacq - 302/4		
AGENCY	for the	Concurand C K. Hernandez	anr
Please Specify: #ADHII PU	Audited By:	Checked by:	U/Reyes
Name: Rawlis Retchel Process:	Lay-out	Offecked by.	Noted By:
Position: Occouate Group/Shift:	Bs/A	Non compliance Reference (D	
ID Number: 2001039028 Date/ Time:	Sept . 4, 2020 8:07	Non-compliance Reference/Document Control Number:	
Batch No.: No. of Offense:	IST Offensi		018-64-14
Car Model/Line: Daihatku Dsyl 2111 Superior Name:	L-Pastoral		······································
Details of Audit Findings: Non-compliance on Insert Pull method did not conduct pulling			
Details of Audit Findings: Non-compliance on Insert Pull method did not conduct pulling of wire after insertion on connector. ABD - 16E wite color: W/B			
WRITE	BAIBXBUANATION -		
Ako po ay na andit na latirt sa Kaclahilanan nindi			
- po ako ng push pull pag katapas ko mag insert sa connector.			
pen-gimen to mman po yun eh konso hindr po			
macyado na pull yang will ca connector otro nag click			
namen 20 cyn.			
Real red from maxim 105/20			
REMAR	RKS/EVALUATION		
i=Alert written only Agency/FALP Written Only(based on handbook)			
Need day/s suspension(based from handbook & Memo for Major Non-compliance).			
Palis Para la Primer De Carro Company			
· Ifalis	S. Diamante	Suntly o.	6/A
"Employee	Staff Date: 99 27 20W	Supervisor Date: 09-07-2020	Manager
		Delc 0 10 1- 20 PO	Date: 414