



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\_PK34111  
NAME : Manalo, Feleicidad Tolentino  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 13, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	2 days suspension
	Feb. 24-25, 2020
	27-28
Line/Shift	Smelter - 101 Initial - 6
ACKNOWLEDGE BY:	
MANAGER	V.R. 62/14/2020
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/28/2019 to name: Manalo, Feleicidad Tolentino

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 Manual Crimping (Did not conduct barcoding of kanban)**

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\_PK34111

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\_PK34111

NAME : Manalo, Feleccidad Tolentino

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 29-Jan-20

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

28-Nov-19

to name: Manalo, Feleccidad Tolentino

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


Description :

Not following SOP in Manual Crimping (Did not conduct barcoding of kanban)

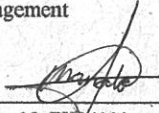
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This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme:

  
19\_PK34111

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3482

☒ AGENCY

Please Specify: PKMT

<u>R.A. Monjarez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Monalo, Felicidad  
 Position: Associate  
 ID Number: 19-PK34111  
 Batch No.: 269  
 Car Model/Line: Suzuki YD1 Initial

Process: Manual crimping  
 Group/Shift: DS/B  
 Date/ Time: 11-28-19 / 10:47am  
 No. of Offense: 2nd offense  
 Superior Name: L. Garcia

Audit Findings: NOT following S.O.P

Details: Did not conduct barcoding of kanban.

## WRITTEN EXPLANATION

Hindi po ako nakapagbarcode kasi akala ko po talaga ay nabarcode ko na yung ginagawa ko bago ko tanggalin yung kanban. Tinanggal ko po yung kanban kase nahihirapan po ako magcrimp noon kasi sabrang ikli ng wire. Nangangaka po ako na susunod ay magbabarcode na po ako at di na muling mangyayari ang audit.

1/mo - Done Counseling

11/29/19

## Remarks/ Evaluation:

- ☐ I-Alert Written Explanation Only  
☒ Agency/FALP Written Explanation Only  
 (based from Handbook)  
☐ Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)

[Signature]  
 Signature of Employee  
 Date: 11/29/19

[Signature]  
 Jr Staff  
 Date: 11/29/19

[Signature]  
 Staff  
 Date: 11-29-2019

[Signature]  
 Supervisor  
 Date: 11-29-2019

[Signature]  
 Manager  
 Date: 12/9/19



CUSTOMER: Suzuki YD1		
Date & Time	November 28, 2019 / 10:47 pm	
Shift & Group	DS/B	
Car Maker/ Model	Suzuki YD1	
Line No.	Secondary Process	
Name	Manalo, Felicidad	
ID No.	19-PK34111	
Batch No.	269	
Process	Manual Crimping	
FAS or Agency: specify	PKIMT	
Person informed	L. garcia	
Audited by	R. Manjarez	
Reason/Risk:		
Audit Details		
Not Following SOP		
Did not conduct barcoding of Kanban		
Illustration		Action Taken
