



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 : 18_PK27473
NAME : Balmes, Herlyn Maderazo *Herlyn*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : February 19, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1 day Suspension
	3/2/2020
Line/Shift	C7106 - A
ACKNOWLEDGE BY:	
MANAGER	<i>Herlyn</i>
Signature/Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/31/2020 to name: Balmes, Herlyn Maderazo

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-Unauthorized person doing the 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:

Herlyn
PKIMT Management

Conforme: *Herlyn*
18_PK27473

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK27473

NAME : Balmes, Herlyn Maderazo /

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 13-Feb-20

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

31-Jan-20

to name: Balmes, Herlyn Maderazo

Violation Offense) V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme: 
18_PK27473

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRIMS

Control No: FAIR-1A-2001-0399

<u>Antonio</u> <u>Hernandez</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Balmes, Herlyn
Position: agente
ID Number: 18 PK 27 A7
Batch No.: 234
Car Model/Line: Subaru 7106

Process: Bukumi
Group/Shift: MS-19
Date/ Time: Jan. 21, 2020 / 4:00
No. of Offense: 1d
Superior Name: D. Torino

Non-compliance Reference/Document
Control Number:

HRFA-2018-04-14

Memorandum for major non-compliance

Details of Audit Findings:

Un-authorized person doing the process
being taping in bukumi process even on certification badge

WRITTEN EXPLANATION

Ako po si Herlyn Balmes ay gumawa ng process kahit hindi ako
certified dito sapagkat nais ko lamang pong makatulong." Pero arahan nyo pong
umat, hali ko na po itang audit." Arahan nyo pong hindi na ito mawlit.
Salamat po.

2/14/20 - Close Comments

Why? This is included on the memo.

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>HERLYN M. BALMES</u>	<u>D. Torino</u>	<u>E. L. L. L. L. L.</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Staff	Staff	Supervisor	Manager
Date: <u>02-04-20</u>	Date: <u>2/4/20</u>	Date: <u>02-04-20</u>	Date: <u>02/04/2020</u>	Date: <u>2/7</u>