

PKIMT

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_PK30365
NAME : Marundan, Hubert Calsada
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : February 8, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	1 day Suspension
	4/24/20 more to
	07/12/20
Line/Shift	SSB/PALE-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/17/2020 to name: Marundan, Hubert Calsada

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 - Pressing of trigger Jig on ECT using Index Finger

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_PK30365

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2001-0101

☐ FAS

☒ AGENCY

Please Specify: PKINT

<u>R. Alegro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Marudon, Hubert

Process: ECT

Position: Associate

Group/Shift: A / DS

ID Number: 19-PK30566

Date/ Time: 01-17-20 / 3:00 pm

Batch No.: 254

No. of Offense: First Offense

Car Model/Line: Honda / 315

Superior Name: R. Ramos

Details of Audit Findings: Not following SOP

Associate was caught in act conduct pressing of trigger jig (FCLT19-GR) on ECT process using index finger.

WRITTEN EXPLANATION

Ako po ay bumiting ng presya at ako po ay na-Audit ng I-Alert sa kadahilanan hindi ko po rinagad yang mag-press ang trigger jig kasi po ay magmamadali po ako hung time na sun dahil sa medyo tambak po ako. Hindi ko po walutin at mag-follow na po ako ng SOP.

17/01/20 - Conduct Counseling - 1 Hour 1 Day Suspension

REMARKS/ EVALUATION

☐ I-Alert Explanation Only ☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u> Signature of Employee Date: <u>01/21/20</u>	<u>[Signature]</u> Jr. Staff Date: <u>01/22/20</u>	<u>[Signature]</u> Staff Date: <u>1/22/20</u>	<u>[Signature]</u> Supervisor Date: <u>1/24/20</u>	<u>[Signature]</u> Manager Date: <u>1/29</u>
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