



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_PK39170
NAME : De Guzman, Jaypee Pachoco
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 19, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension	
3/6/2021	
Line/Shift	5-7/07
BY:	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/17/2021** to name: **De Guzman, Jaypee Pachoco**

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:

Doing Unauthorized repair in Appearance 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:

PKIMT Management

Conforme:
20_PK39170

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 : 20_PK39170
NAME : De Guzman, Jaypee Pachoco
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 19-Feb-21

This refers to the alleged offense(s) you have committed at 17-Feb-21 to name: De Guzman, Jaypee Pachoco

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 :

Doing Unauthorized repair in Appearance 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:


PKIMT Management

Conforme: _____

20_PK39170

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS-Gold Adriano)

Date: Feb. 17, 2021

Item #	Date Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model / Department	Person Incharged	Status/ Remarks
2	2/17/2021 NS	Subaru line 7107		Unauthorized person doing repair at appearance process, Inspector caught doing topping in wire harness	NG	Informed concern that he is not authorized to do minor repair and also informed junior staff regarding this and to remind inspector to follow sop in inspection	SOP	 PKMT Joypee De Guzman	Jonahyn Alday	Subaru	St Jhe	For Monitoring	



OFFENSE: Not following

DATE: 02-27-21

WRITTEN EXPLANATION:

Ako po si Jaypee De Guzman ay naalit at nakagawa ng paglabag sa SOP. Ako po ay nagtape sa kadalilangang tambak na ang harness sad min. Nakapuesto po kasi ang Expert at Jr. Staff namin. Ipagta umantlan po ninyo ang aking nagawa at mangangako na hindi na po lto mauulit.

Countermeasure:

Susunod na po sa SOP para maiwasan ang paglabag.
Titawagin na po ang Expert at Jr. Staff kapag may repair.

Jaypee De Guzman / 7107
Signature over Printed Name / Line