



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_PK38808
NAME : Cruzat, Jeffrey Briones *✓ Cruzat*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 20, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	2 days suspension
	2/4-5/21 more to
	2/5-6/21
Line/Shift	M. Monica Sanchez
ACKNOWLEDGE BY:	<i>✓</i> 2/2/21
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/19/2020 to name: Cruzat, Jeffrey Briones

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 - Wrong Insert (Process - Lay-out)

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 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_PK38808

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



WRITTEN EXPLANATION (MAJOR DEFECTS ENCOUNTERED)

DATE/ SHIFT

11-19-20 A-DS 5104

DEFECT

Wrong Insert

PROCESS OCCURRENCE

lay-out

NAME

CRUZAT JEFFREY

LENGTH IN THE PROCESS

PKMT

CHANGEPOINT



NO



YES ORIGINAL LINE/ MODEL: _____

ROOTCAUSE (PLS UNDERLINE)	1. NOT FOLLOWING SOP 2. INCONSISTENT IN SEQUENCE GIVEN 3. NO SPECIFIC PORTION GIVEN 4. NOT USING REQUIRED TOOLS & PROCESS ACCESSORIES
EXPLANATION	
WHY: hindi ko po napansin na mali po ang ating insertion ko.	
WHY: delay po kasi ako hung time na yun.	
WHY: puro po kasi big product ang hirun po hamin. Kaga di ko na po napansin na mali ang insertion ko. Sa pag mamadali na rin po.	
WHY: Yun nga po sa pag mamadali ko po di ko na napansin ang ating insertion	
WHY: Palito na rin po kasi ako dahil puro big product po.	
STAFF REMARKS	
for Issuance of memo.	
SV REMARKS	

PLEASE ANSWER WITHIN the shift

STAFF TO REVIEW ANSWERED WRITTEN AND IMMEDIATELY FURTHER QUESTION THE ASSOCIATE AS NEEDED

PREPARED BY:

CHECKED BY:

APPROVED BY:

PKIMT

OFF: NOT FOLLOWING SOP @ LMD-OM

DATE: 11/21/20

WRITTEN EXPLANATION:

delay na delay na po ako nun kasi
po big product sakin kaya hindi ko na po
na check ang insertion ko

Countermeasure:

check ko muna po bago ko bitawan ang
connector

Jeffrey Cruz
Signature over Printed Name / Line