



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\_PK43496  
NAME : Morente, Manilyn Cuadro *Morente*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : October 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i> <i>10 DAY suspension</i> <i>11/23/2020</i> <i>Morente</i> <i>Date return - 11/24/20 - DS@7PM</i>
Line/Shift	<i>11/20/20 9:26</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/27/2020 to name: Morente, Manilyn Cuadro

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 - Did not follow Sequence on Dimension and skip the measurement from end of connector**

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:

*[Signature]*  
PKIMT Management

Conforme: *Morente*  
20\_PK43496

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS

Control No: FALP-17-2009-3236



AGENCY

Please Specify: PKMT

<u>A. Dela Cruz</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
------------------------------------	------------------------------------	------------------------------

Name: MORENTE, MANILYN  
Position: ASSOCIATE  
ID Number: 209143491  
Batch No.: 326  
Car Model/Line: HONDA TWA 13126

Process: DIMENSIONAL  
Group/Shift: DCA  
Date/ Time: SEPT. 27 2020 10:45  
No. of Offense: 1st OFFENSE  
Superior Name: n. zara

Non-compliance Reference/Document  
Control Number:

FALP-01-PKD-IP-044

## Details of Audit Findings:

Not following sup- did not follow sequence on dimension & skip the  
measurement from end of gun. HSEPTHE 2-1 GFC-BR to end of tape.

## WRITTEN EXPLANATION

Samunod namat po ako sa pagsusukat ng sequence on  
dimension nagkataon lang po na kabit hindi po subatin ng  
pabalik ay kitang-kita naman po na hindi Ho NG  
sequence. Sa susunod po ay galagi nalang po na follow the

## 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>M. Morente</u> Employee Date: <u>10/12/20</u>	<u>n. zara</u> Jr Staff Date: <u>10/12/20</u>	<u>J. P. P.</u> Staff Date: <u>10-13-20</u>	<u>D. Perez</u> Supervisor Date: <u>10/13</u>	<u>N</u> Manager Date: _____
--	---	---	---	------------------------------------