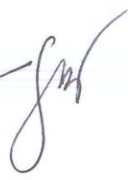





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK26574
Alzaga, Patrick Ajhon Escandor 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 13, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 10th SUSPENSION APRIL 04, 2019 April 05, 2019 - DC
Line	STUG YD1 - B
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 27-Feb-19 to name: Alzaga, Patrick Ajhon Escandor

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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:

Non-compliance on SOP - Do not apply pen markings during Inspection

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

18_PK26574

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 : 18_PK26574

Alzaga, Patrick Ajhon Escandor

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 12-Mar-19

This refers to the alleged offense(s) you have committed at 27-Feb-19 to name: Alzaga, Patrick Ajhon Escandor

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:

Non-compliance on SOP - Do not apply pen markings during inspection

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: 
18_PK26574

FURUKAWA - Production Operator

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

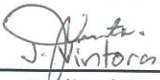

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1902-130

☒ AGENCY

Please Specify: PKIMT

	
Added By:	Noted By:

Name: Patrick Ajhon Alzagon
 Position: Associate
 ID Number: 18-PK26574
 Batch No.: Batch 229
 Car Model/Line: Suzuki YD1/511k

Process: Dimension
 Group/Shift: B/NS
 Date/ Time: 02-27-19 / 11:03pm
 No. of Offense: 1st offense
 Superior Name: C. Ramos / M. Urbano

Audit Findings: Non-compliance on SOP

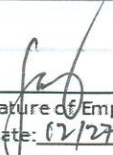
Details: Apply for
Did not conduct pen markings during inspection


WRITTEN EXPLANATION

Nakalimitan ko pong lumingi / mag-report sa ating Jr. Staff
ng pen marking, kasi po nagsupport lang po ako sa portion na un.


Please Issue I.R

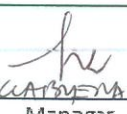
Remarks/ Evaluation:


 Signature of Employee
 Date: 02/27/19


 Jr Staff
 Date: 3-01-19


 Staff
 Date: 3-01-19


 Supervisor
 Date: 3-01-19


 Manager
 Date: 3/1/19

3/8/19
green
MAAD

EFF:04/09/18

Other Audit Report

Car Model	Suzuki yd1	FEBRUARY		Action Taken
Date/Ti. g:	February 27, 2019			
Line/ Process	5113/Dimension Inspection			
Shift/ Group	NS-B			
Person Informed	C.Ramos/M.Urbano			
Details				
Dimension Inspector did not apply pen marking on passed tape.		