



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_PK32240
NAME : Bolima, Mark Harold Escamillas - *My Ninoy*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 27, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd. 2 days suspension 1st. 20, 21, 2020
Line/Shift	WUBAKU INITIAL
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/25/2020 to name: Bolima, Mark Harold Escamillas

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 - Conduct advance input of wire length and she did not measure the actual length of shikakari

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: *[Signature]*
19_PK32240

FURUKAWA - Production Operator

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



Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32240
NAME : Bolima, Mark Harold Escamillas - *Mark*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 25-Aug-20 to name: Bolima, Mark Harold Escamillas

Violation Offense } V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

John
PKIMT Management

Conforme: *Mark*
19_PK32240

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-1A-2008-1963

Name: BALIMA
Mark Harold
 Position: Associate
 ID Number: 109632240
 Batch No.: 262
 Car Model/Line: Subaru / Initial

Process: auto crimping
 Group/Shift: Ds/p
 Date/ Time: August 25, 2020 / 6:30
 No. of Offense: 1st Offense
 Superior Name: C. Moragisan

Audited By: K. Hernandez
 Checked by: J. Reyes
 Noted By: J. Reyes

Non-compliance Reference/Document
 Control Number:

FALP-WI-ENG-CC-009
wiring & crimping

Details of Audit Findings:

Not following SOP: conduct advance input of wire length even she did not
yet measured the actual length at shikalar

WRITTEN EXPLANATION

Ako po si Mark Harold E. Balima. Naaudit nang August
25 2020 na sa Subaru, pagmamadali ko nag advance input na hu ako
at napakatagal din he lumabas ng kaban sa printer magaming wire na
he nag maktabas. base pa lumabas ang kaban kaya sakapas advance
input he ako Hindi ko na he mulitin ang pag advance input
suganod na hu ako sa SOP.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Balima</u> Employee Date: <u>8-27-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8/27/20</u>	<u>[Signature]</u> Staff Date: <u>08/28/20</u>	<u>[Signature]</u> Supervisor Date: <u>08/28/2020</u>	<u>[Signature]</u> Manager Date: <u>9/2/2020</u>
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