
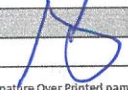




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK30408
NAME : Montañó, Warren Buhay 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 4th offense
DATE : 6/25//2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	4th \$ 3 class suspension 4th - 78/20 July 29-23
Line/Shift	1131/11 A / DOZL 2/12
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/30/2020 to name: Montañó, Warren Buhay

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 updating pulling strength body sensation

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: 
19_PK30408

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 : 19_PK30408
NAME : Montañó, Warren Buhay
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 4th offense
DATE : 14-Mar-20

This refers to the alleged offense(s) you have committed at 30-Jan-20 to name: Montañó, Warren Buhay

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 :

Not updating pulling strength body sensation

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:

19_PK30408

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-IA-2001-0330

<u>R. Aligro</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Montano, Warren
Position: Associate
ID Number: 19PK30408
Batch No.: 254
Car Model/Line: Honda Old 3114

Process: Sub Assy
Group/Shift: NS-A
Date/ Time: January 30, 2020 / 09:40
No. of Offense: 1
Superior Name: P. Magundayan

Non-compliance Reference/Document
Control Number:

FALP-MI-PRD-SA-043

Details of Audit Findings:

Not following SOP
Not updating pulling straight body sensation

WRITTEN EXPLANATION

ako po si Warren B. Montano ng Honda 3114 pasensya na po kagay dahil po nandit po ako sa kadahilagan po hindi po ako nakapag pipitup ng pulling straight body sensation dahil po inkalimulan ko po at hinasanag po ako na may mag pipitup dun po kaga hindi po ako nag pipitup pasensya na po kagay

sagusag po ako na po ang nagsusulat sa pulling straight body sensation at hindi na po ito maulit sorry po ulit

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>P. Magundayan</u> Employee Date: <u>02-04-20</u>	<u>P. MANGUNDAYAN</u> Jr Staff Date: <u>02-08-20</u>	<u>J. Magadia</u> Staff Date: <u>2/8/20</u>	<u>A. Vergara</u> Supervisor Date: <u>2-11-2020</u>	<u>15</u> Manager Date: _____
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