



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

MEMORANDUM NO. HRADM

TO : 18_PK22023
NAME : Rivera, Jerome Tangonan
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 16, 2021

This refers to the alleged offense(s) you have committed at **2/17/2021** to name: **Rivera, Jerome Tangonan**

Violation Offense No. I
Section No. 1
OFFENSE AGAINST HEALTH AND SAFETY
Failure to follow safety rules and regulations

Description:
Unsafe Act - Associate caught in act throwing 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:

PKIMT Management

Conforme: 18_PK22023

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION 0-25-2021 moved to Line 00716 -16 4/12/25
ACKNOWLEDGE BY:	
MANAGER	<u>h. [Signature]</u> 3/18
Signature Over Printed name/ Date	

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2102-039

☐ FAS

☒ AGENCY

Please Specify: PKIMT

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

Name: Rivera Jerome

Process:

Position: Associate

Group/Shift:

ID Number: 18A122023

Date/ Time:

Batch No.: 2011

No. of Offense:

Car Model/Line: Suzuki 701/ 9116

Superior Name:

Non-compliance Reference/Document Control Number:

Details of Audit Findings:

Unsafe act , Associate caught in act throwing of com. cover on dimension process

WRITTEN EXPLANATION

Naamadalang pa ako dahil tamayok sa process ko kaya nagbato ko na pa ang cover

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>A. DE GUZMAN</u> Employee Date: <u>02-13-21</u>	<u>A. DE GUZMAN</u> Staff Date: <u>02-18-21</u>	<u>Chom CRANOS</u> Staff Date: <u>2-18-21</u>	<u>Edel C. M. DE CAZAN</u> Supervisor Date: <u>2/22/21</u>	<u>R. No. 123</u> Manager Date: <u>2/24/21</u>
--	---	---	--	--