



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\_PK40710  
NAME : Magparangalan, Joben Leones  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: 1st	
for suspension	
1 day suspension change to	
10/4/20 Mr. 4	
Line/Shift H 129/B	3/21
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/20/2020 to name: Magparangalan, Joben Leones

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:**

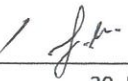
**Not following SOP in lay-out process (Non- Compliance on insert pull method)**

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:   
20\_PK40710

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKMT

Control No: FAIP-1A-2008-1843

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

Name: Magparangalan Joben  
 Position: Associate  
 ID Number: 207K 407 10  
 Batch No.: 314  
 Car Model/Line: honda TRKA 3129

Process: lay out  
 Group/Shift: HK-B  
 Date/ Time: Aug. 20, 2020 / 11:35  
 No. of Offense: 1st  
 Superior Name: N. De Tones

Non-compliance Reference/Document  
 Control Number:

HRAP-2018-04-14

## Details of Audit Findings:

Non compliance on Insert Pull method.  
lay out associate did not conduct double pulling of wire during process on Conn. HSE-34F-1 wire color: L/15B/

## WRITTEN EXPLANATION

Ako po si Joben L. Magparangalan ay nahuli na hindi nagdouble pulling sa susunod po mag pulling na po ako. Nung araw na nahuli po ako na alert humihingi po ako nang paumanhin sa nangyari. Salamat po sa malawak na pang unawa ninyo

## REMARKS/ EVALUATION

Written only



Agency/FALP Written Only(based on handbook)

suspension(based from handbook & Memo for Major Non-compliance).

<u>Joben</u>	<u>Glyza S. Reyes</u>	<u>Joben</u>	<u>N. De Tones</u>	<u>Supervisor</u>	<u>Manager</u>
	Jr Staff		Staff		
Date: <u>8/21/20</u>		Date: <u>8/22/20</u>		Date: <u>8/23/20</u>	Date: _____