



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_PK32589
NAME : Galacan, Jemyla Rogon
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 17, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
1 day Suspension 1/22/21	
Line/Shift	Gubaru Initial - A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/22/2020 to name: Galacan, Jemyla Rogon

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 Joint Crimping

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_PK32589

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: PKINT

 Control No. FAWP 11-2011-5234

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

Name: Galacan, Jemila
 Position: asocia
 ID Number: 191132584
 Batch No.: 363
 Car Model/Line: suban 609 Initial

Process: Joint Crimping
 Group/Shift: PS-A
 Date/ Time: Nov. 22, 2020 17:31
 No. of Offense: 67 offense
 Superior Name: B. Eminty

 Non-compliance Reference/Document
Control Number:

FALP-WI-ENL-JC-131

Details of Audit Findings:

Not measuring 1st output of initial process - asocia did not conduct measuring
 of beginning set value of weld height & width during process.

WRITTEN EXPLANATION

Ako po si Jemila Galacan na audit po ako sa kardahilang hindi po ako nag
 sukatt kani po oras nasyon magmula na po akong mag welding tapos nalip ko na
 mag kaulangan akong priority na wire sa paint mark pang welding din po ten
 pag tapos ko po akon kumalik ako sa machine ko tinubig ko lang po yang nainan
 ko naitat po sa krip ko mag sukatt.

Do-able check ko na po yang ginagamit ko at ginagamit ko po
 na di na makakalimat mag sukatt dahil ten po ang pinalay importante.

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>Galacan Jemila R.</u>	<u>B. Eminty</u>	<u>E. Fentele</u>	<u>G. Catab</u>
Employee	Jr Staff	Staff	Supervisor
Date: <u>11-26-20</u>	Date: <u>11-26-20</u>	Date: <u>12-01-20</u>	Date: <u>12/04/2020</u>