



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\_PK30922  
Gertez, Melvin Roxas

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : October 5, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 2 DAYS SUSPENSION NOV. 5-6, 2019
Line	622222 0720 / 13
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/7
MANAGER	<i>[Signature]</i> 10/7
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/4/2019 to name: Gertez, Melvin Roxas

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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:**

**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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK30922


FURUKAWA - Production Operator

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



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

**MEMORANDUM NO. HRADM**

TO : 19\_PK30922   
Gertez, Melvin Roxas

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 5-Oct-19

This refers to the alleged offense(s) you have committed at 4-Oct-19 to name: Gertez, Melvin Roxas

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

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:

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This is for your guidance and strict compliance.

NOTED BY:

  
**PKIMT Management**

Conforme: 



19\_PK30922

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT  
(DS - Gold Adriano)

Date: October 04, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Recommendation	PK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	In Charge Ctr Model/ Department	Person Incharged	Status Remarks
1	10/04 DS	Suzuki line 5120			Not follow insert pull method caught doing advance insertion and mass pulling, on his PC monitor 3/8 but actual wire inserted was already 8 wires-might cause TBO or wrong insert of wire.	NG	Informed staff to check and Advised to remind associate to follow sop in sub assy	SOP	 Gertez, Melvin-PKIMT	Ofel Rocafort	Suzuki	Ma'am Kath	For Monitoring

PKIMT


OFFENSE: Non ComplianceDATE: 10/05/19

## WRITTEN EXPLANATION:

AKO PO SI GERTEZ MELVIN R. GATARA NAPO PA PO AKO NA ROPAL ADVANCE  
E SOBANG DELAY NAPO NAMIN KAYA HAGANA KU PO YUKI

## Countermeasure:

HINDI NAPO PA UULITING ANG ANAG POC ADVANCE

 MELVIN R. GERTEZ / 5120

Signature over Printed Name / Line