



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_PK38461
NAME : Maranan, Jerome Barte *JB*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : January 9, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	14
1 day suspension	
4/12/2021 Feb 15, 2021	
H. Barte JB	
Line/Shift	M128 / 16
ACKNOWLEDGE BY:	
MANAGER	<i>H. Barte</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **8/7/2020** to name: **Maranan, Jerome Barte**

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 Sub assy (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 implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

JB
PKIMT Management

Conforme: *JB*

20_PK38461

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

1655

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FAS

Control No: FALP-1A-2008-1655

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AGENCY

Please Specify: PLMT

<i>R. Quica</i>	<i>K. Hernandez</i>	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: Maranap Jerome
 Position: Associate
 ID Number: 20PR 31461
 Batch No.: 209
 Car Model/Line: mg2019 J12/ 1123

Process: Sub ass
 Group/Shift: D-B
 Date/ Time: August 7, 2020
 No. of Offense: 1st
 Superior Name: S. Amparo

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Non Compliance on Insert Pull Method
 associate conduct masspulling of wires on conn. LFM-34MBD

WRITTEN EXPLANATION

Hindi ko po na UNTWIST ANG TWISTED NA RIW KAYA PO AKO NAKAPAG MAS PULLING SA LFM 34MBD. HINDI KOPD ITD INTENTION NA HIRAPAN LANG PO TALAGA AKONG HILA HIN ANG ANG RIW KAYA NAKAPAG CONDUCT PO AKO NG MAS PULLING. ALAM KO NAMAN PO ANG STANDARD AT ALAM KODIN PO NA MAS MAHALAGA ANG QUALITY KESA SA QUANTITY. PASENSYA NAPO KAYO. IPIRANGANGAKO KOPD SA MYD NA HINDI KONA VULITIN SA SUMOD. AT MAG UN TWIST NA PO AKO NG TWISTED WIRE PARA PO HINDI AKO. MAHIRAPAN SA PAG HILA.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<i>J. Sima</i>	<i>J. Sima</i>	<i>J. Sima</i>	<i>J. Sima</i>	<i>J. Sima</i>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>9/21/20</u>	Date: <u>09/21/20</u>	Date: <u>9/21/2020</u>	Date: <u>09/23/20 20</u>	Date: <u>9/23/20</u>