



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_PK30655

NAME : Pioquinto, Roland Lipa

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 22-Oct-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1st day suspension 10/20/19 11/5
Line	C7102 - AB
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 10-23 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 2-Oct-19 to name: Pioquinto, Roland Lipa

Violation Offense 1

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 - Doing Manual and Advance insertion

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_PK30655

FURUKAWA - Production Operator

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



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_PK30655
NAME : Pioquinto, Roland Lipa *Roland*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 22, 2019

This refers to the alleged offense(s) you have committed at 10/2/2019 to name: Pioquinto, Roland Lipa

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 - Doing Manual and Advance insertion

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
PKIMT Management

Conforme: *Roland*
19_PK30655

FURUKAWA - Production Operator

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



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1910-1581

☒ AGENCY

Please Specify: PRINT

	
Audited By:	Noted By:

Name: Pioquinto, Rnald
 Position: Associate
 ID Number: 19-PK30155
 Batch No.: 255
 Car Model/Line: Subaru 7102

Process: SNO-assy
 Group/Shift: DL-B
 Date/ Time: Oct. 2, 2017 / 5:30 PM
 No. of Offense: 1st Offense
 Superior Name: R. Reyes

Audit Findings: Non compliance on INSERT -DALL method

Details:

Manual Insertion - SSE - SE - DF - B - B /
Advance Insertion - BN - 8M - Y / Br /

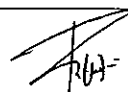
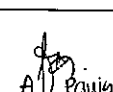
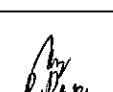
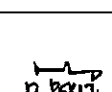
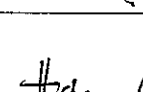
WRITTEN EXPLANATION

AKO PO SI ROLAND PIOQUINTO NA NAG MANUAL AT NAG ADVANCE INSERTION
 IPAG PAUMANTIN PO NINYO HINDI KO MA PO VOLUNT KAYA NAHAN PO
 AKO NAKAPAG MANUAL SA SUB 4 DAHIL PO NG NAG SUB 3 DINBAKO KAYA
 IPAG PAUMANTIN PO NINYO SALAMAT PO.

Remarks/ Evaluation:

Written

Issue Penalty

				
Signature of Employee Date: <u>10-08-19</u>	Jr Staff Date: <u>10-08-19</u>	Staff Date: <u>10-08-19</u>	Supervisor Date: <u>10-11-12</u>	Manager Date: _____