



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

**MORANDUM NO. HRADM**

: 19\_PK29741


Lat, Nariel Mayo

: PKIMT Management

: Notice for Suspension

: 3rd Offense

February 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd - 7 days Suspension 4/13-20/2020
Line	HONDA BIK - B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

the alleged offense(s) you have committed at 1/28/2020 to name: Lat, Nariel Mayo

Case No. V

**OFFENSES AGAINST COMPANY INTEREST**

10

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

**Not Following SOP at Sub assy process**

y given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such  
e to comply would mean you voluntarily waive your right to due process and the company has no recourse but to impleme  
vided for based in our company rules and regulations.

r guidance and strict compliance.

agement



19\_PK29741

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\_PK29741  
NAME : Lat, Nariel Mayo  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 3rd Offense  
DATE : 28-Feb-20

This refers to the alleged offense(s) you have committed at 28-Jan-20 to name: Lat, Nariel Mayo

**Violation Offense | 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 at Sub assy process

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\_PK29741

FURUKAWA - Production Operator

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






# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLUMT

Control No: FALP-1A-2001- 6281

		
Audited By:	Checked by:	Noted By:

Name: Lat, Mariel  
 Position: Associate  
 ID Number: 19- PL29741  
 Batch No.: 250  
 Car Model/Line: Honda TRX 3115

Process: sub.assy. process  
 Group/Shift: PS/B  
 Date/ Time: January 28, 2020 / 11:30  
 No. of Offense: 1st offense  
 Superior Name: L. De Torres

Non-compliance Reference/Document  
 Control Number:

HRSA-2018-04-W  
MEMORANDUM FOR NON COMPLIANCE

## Details of Audit Findings:

Not following SOP & worn out gloves  
used power jig to pull the wire during sub-assy process.

## WRITTEN EXPLANATION

Ako po si Mariel M Lat na 3115 Honda.  
ay nahuli na I ALERT dahil luma bag po ako sa S.O.P  
Natatangal po kasi ang connector sa jigs kaya kapa  
hinila sa jigs


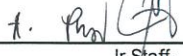
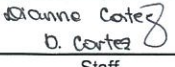


Magpapa-tala wag na po ako ng EO pag may abnormality  
upang maiwasan ang audit

## 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).

				
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-31-20</u>	Date: <u>01/31/20</u>	Date: <u>01/31/20</u>	Date: <u>2-1-20</u>	Date: <u>02/02</u>