



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_PK39309
NAME : Pante, Joseph Opeña
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 DAY SUSPENSION
	11/18/2020
	Date return 11/19/20 - 12 @ 7:00
Line/Shift	1st shift 3rd
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/21/2020 to name: Pante, Joseph Opeña

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 - Associate did not set the connector on connector jig

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:
20_PK39309

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PK INT

Control No: FALP-M 2009-769D

<u>Asta Ana</u> A. Sta Ana	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Joseph Pante
 Position: associate
 ID Number: 20PK2909
 Batch No.: 302
 Car Model/Line: Honda TRX 13125

Process: lay-out process
 Group/Shift: BS/P
 Date/ Time: Sept-21-2020, 19:00
 No. of Offense: 1st offense
 Superior Name: C. Felimon

Non-compliance Reference/Document
 Control Number:

Details of Audit Findings: Not following SOP - associate did not ret connector HSE-2F on connector jig during Process.

WRITTEN EXPLANATION

Ako po si Joseph O. Pante ay kandi sumagat sa tamang paglagay ng connector sa jig catcher k dahilang pang ako po kasi ay nagmamadali at delay kaysi ko po nagmamadali. Ako po ay nangangalakong hindi na maitin ang ganto na gawain pati naya na po.

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>[Signature]</u> Employee Date: <u>09/24/20</u>	<u>C. Felimon</u> Jr Staff Date: <u>09/24/20</u>	<u>[Signature]</u> Staff Date: <u>10-5-20</u>	<u>[Signature]</u> Supervisor Date: <u>10/5</u>	<u>[Signature]</u> Manager Date: _____
---	--	---	---	--