



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\_PK30365  
NAME : Marundan, Hubert Calsada  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 8, 2020

*Hubert Marundan*

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 1 day suspension 4/24/20
Line/Shift	SSB - 1st Shift - A
ACKNOWLEDGE BY:	<i>HB</i>
MANAGER	Signature/Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/17/2020 to name: Marundan, Hubert Calsada

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 - Pressing of trigger Jig on ECT using Index Finger**

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: *Hubert Marundan*

19\_PK30365

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2001-0101

☒ AGENCY

Please Specify: PKINT

<u>R. Alguero</u> <u>R. ALGUERO</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Marandon, Hubert

Process: ECT

Position: Associate

Group/Shift: A/DS

ID Number: 19-PC30366

Date/Time: 01-17-20 / 5:00 pm

Batch No.: 254

No. of Offense: First Offense

Car Model/Line: Honda / 3115

Superior Name: R. RAMOS

Details of Audit Findings: Not following SOP

Associate was caught in act conduct pressing of trigger jig (FULT19-SR) on ECT process using index finger.

## WRITTEN EXPLANATION

Ako po ay humihingi ng paksa at ako po ay na-Audit ng I-Alert sa kadahilanan hindi ko po rinagad yang na-Press ang trigger jig kasi po ay nagmamadali po ako tung time na Yun dahil sa madyo tambak po ako. Hindi ko po wulitin at magtatollow na po ako ng SOP.

1/21/20 - Conduct Counseling - Written Day Suspension

## REMARKS/ EVALUATION

<input type="checkbox"/> i-Alert Explanation Only	<input checked="" type="checkbox"/> Agency/FALP Written Explanation Only (based from handbook)
<input type="checkbox"/> Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)	

<u>[Signature]</u> Signature of Employee Date: <u>01/21/20</u>	<u>[Signature]</u> Jr. Staff Date: <u>01/22/20</u>	<u>[Signature]</u> Staff Date: <u>1/22/20</u>	<u>[Signature]</u> Supervisor Date: <u>1/24/20</u>	<u>[Signature]</u> Manager Date: <u>1/29</u>
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