



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 : 15_1613669
Zulueta, Melchet Doronila *M. Zulueta*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : August 27, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd 6 days suspension Sept. 2-7, 2019 move to Sept 5-11, 2019 By: Jerry Morales
Line	D2164 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/26/2019 to name: Zulueta, Melchet Doronila

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 (Did not conduct pulling of wires after insertion)

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
15_1613669

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-IA-1907-680

☒ AGENCY

Please Specify: PKIMT

<u>Miriam D. Tiemssen</u>	<u>G. Agadia</u>
Audited By:	Noted By:

Name: Zulueta, Melchet
 Position: Associate
 ID Number: PK151613669
 Batch No.: 76
 Car Model/Line: Daihatsu / 2104

Process: Lay-out Process
 Group/Shift: NS/B
 Date/ Time: July 26, 2019/10:40
 No. of Offense: 1st offense
 Superior Name: G. Latore

Audit Findings: Non- Compliance on Insert Pull Method

Details:

Did not conduct pulling of wires after insertion during lay-out process on connector
DS-20MA Wire color: G / P (twisted wire)

WRITTEN EXPLANATION

ako po si Melchet D. Zulueta ay nabuling hindi nagbu-pull
method sa kadahilanan pang sobrang delay kanda po nang time
na yun. Bago po ang partner ko kaya ako palang po yung
nagdelay out. pero nagbu-pull method po ako talaga.
sa ensured po kahit delay ng ako gagawin
ku pa din po ang mag pull method.

Remarks/ Evaluation:

Non-compliance on major issue. Please issue
penalty base on our handbook

<u>Zulueta</u> Signature of Employee Date: <u>8-2-19</u>	<u>G. Latore</u> Jr Staff Date: <u>8-2-19</u>	<u>L. Vitor</u> Staff Date: <u>8-2-19</u>	<u>S. Vitor</u> Supervisor Date: <u>8/16</u>	<u>G. Agadia</u> Manager Date: <u>8/16</u>
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SN
QW 81074