



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_PK40018
NAME : Calipes, Brandel Lester Maralit - *Brandel Calipes*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : July 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st - 1 day Suspension</i>
	<i>July 28, 2020</i>
Line/Shift	<i>✓ 401 ✓ 11P 1</i>
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 05/19/2020 to name: Calipes, Brandel Lester Maralit

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 Stop-Call-Wait / Associate caught pulling of branch (Airbag) from clamp to connect

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:

[Signature]
PKIMT Management

Conforme: *Brandel Calipes*
20_PK40018

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK40018

NAME : Calipes, Brandel Lester Maralit

Brandel Maralit

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 14-Jul-20

This refers to the alleged offense(s) you have committed at

19-May-20

to name: Calipes, Brandel Lester Maralit

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

Jalal
PKIMT Management

Conforme:

Brandel Maralit
20_PK40018

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-IA-2005-1085

Audited By: <i>C. Redon do</i>	Checked by: <i>K. Hernandez J. Reyes</i>	Noted By: <i>G. Magadia</i>
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Name: Calipes Brandel Lester
Position: Associate
ID Number: 20PKI40018
Batch No.: 307
Car Model/Line: Suzuki YD1/ 5117

Process: Dimension Process
Group/Shift: NS/B
Date/ Time: 5/19/2020/
No. of Offense: 1st Offense
Superior Name: R.Asi

Non-compliance Reference/Document Control
Number:
FALP-WI-PRD-IP-644
Dimension Inspection

Details of Audit Findings: Not following STOP-CALL WAIT

Associate caught pulling of branch (Airbag) from clamp to connector YLE-IP-5F

WRITTEN EXPLANATION

Ako po si Brandel Lester Calipes ay naghila sa kadalihan ng
bata po matatambakan tapos po naka po along makikita
Jr Staff ang oras na naghila po ako po ay
nagagang akong hindi sa kultura ang nagala kong
may:

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).

<i>Employee Signature</i>	<i>Staff Signature</i>	<i>Supervisor Signature</i>	<i>Manager Signature</i>
Employee Date: 05/08/20	Jr Staff Date: 05/08/20	Staff Date: 05-8-2020	Supervisor Date: 6-9-2020

1 day suspension