



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_PK39973
NAME : *[Signature]*
Gamos Jr., Danilo Kempis
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd
5 days suspension 1/12 - 16/21 Date return : 1/12/21 @ 8am	
Line/Shift	H 3rd/1B <i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/3/2020 to name: Gamos Jr., Danilo Kempis

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 fill up minor defect record when encountered insufficient taping.
Remarks: Adding tape on seq 158)

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: *[Signature]*
20_PK39973

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-W-2011-1787

☒ AGENCY

Please Specify: PKMT

<u>M. MENDOZA</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Garcia, Danilo
 Position: Associate
 ID Number: 20-PK 39973
 Batch No.: 306
 Car Model/Line: Honda TRX 13129

Process: Dimension
 Group/Shift: DC-B
 Date/ Time: November 3, 2010/10:00
 No. of Offense: First Offense
 Superior Name: G. Reyes

Non-compliance Reference/Document

Control Number:

FALP-WI-PRD-IP-044

Details of Audit Findings:

Not following S.D.P

Associates did not fill up minor defect record when encountered insufficient taping. Remarks: Adding tape on seq. 1ES.

WRITTEN EXPLANATION

- hindi po ako nakapag fill up ng minor defect mag isa lang po kag ako nang araw na yun wala po akong katulong.

- mag fill up ng minor defect pag katapac mag parepar para hindi makalimutan.

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>Danilo K. Garcia</u>	<u>G. Reyes</u>	<u>N. De Torres</u>	<u>2 Reyes</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>27th NOV 7, 2010</u>	Date: <u>11-7-20</u>	Date: <u>11/9/20</u>	Date: <u>11/10/20</u>	Date: _____