



PKIMT

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\_PK30408  
NAME : Montaña, Warren Buhay /   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day suspension
	4/21/20
	Notice to 7/14/20
Line/Shift	77M4-1
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/4/2019 to name: Montaña, Warren Buhay

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:**

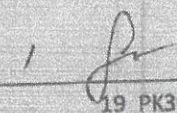
Not following SOP- Sub assy

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: 

19\_PK30408

FURUKAWA - Production Operator

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



PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, PIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6368-69 / (043) 405 407-08

**MEMORANDUM NO. HRADM**

TO 19\_PK30408  
NAME Montaña, Warren Buhay  
FROM PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE 8-Feb-20

This refers to the alleged offense(s) you have committed at 4-Dec-19 to name: Montaña, Warren Buhay

Violation Offense 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- Sub assy

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:

19\_PK30408

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

Control No: FMP-1A-1712-3522

☐ FAS

☒ AGENCY

Please Specify: PRINT

<u>Raunor</u> R. ALEGRO	<u>90</u> G. Magadia
Audited By:	Noted By:

Name: Montano, Warren  
Position: Associate  
ID Number: 19-PC30408  
Batch No.: 254  
Car Model/Line: Honda / 3114

Process: Sub-Assembly  
Group/Shift: A / DS  
Date/ Time: 12-04-19 / 6:30pm  
No. of Offense: First Offense  
Superior Name: J. Manalo

Audit Findings: Not following STOP-CALL-WAIT

Details: Repairing Terminal Backing Out on Sub-assy process.

## WRITTEN EXPLANATION

ako po si Warren Montano B. ng Honda sila na lang panmanhin nyo po ang aking na gawang kasalanan na ang nag Repairing terminal Backing out on Sub-assy process hindi ko po alam na bawal gawin iyon dahil ang sabi po ay check the status of terminal insertion after po ng process ko nokita ko po na hindi agos ang pag-kaka-put ko sa terminal kaya naisipan kong mag-ayos ang insertion ng terminal sa connector at hindi ko na din po na isipan na tungkin ang aking job stop dahil delay po kami at walang pang-ma-stage out sa board humingi po ulit ako ng panmanhin sa atin

Action Taken

