



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 : 18\_PK23966  
NAME : Cadacio, April Dimalaluan *A Cadacio*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : November 19, 2019

ACKNOWLEDGMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd</i>
<i>1 DAY SUSPENSION</i>	
<i>12-3-2019 A Cadacio</i>	
Line/Shift	<i>C5114-A</i>
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<b>KATHERINE O. CABRERA</b>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/17/2019 to name: Cadacio, April Dimalaluan

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 - Conduct advance insertion**

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: *A Cadacio*  
18\_PK23966

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 : 18\_PK23966  
NAME : Cadacio, April Dimalaluan / *A Cadacio*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 18-Nov-19

This refers to the alleged offense(s) you have committed at 17-Oct-19 to name: Cadacio, April Dimalaluan

**Violation Offense I 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 - Conduct advance insertion**

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:

*gn*  
PKIMT Management

Conforme: *A Cadacio*

18\_PK23966

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

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FAS

Control No: FAIR 1A-1970 - (840)

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AGENCY

Please Specify: PKINT

For: <u>Prili</u> <u>B. Villanueva</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Cadacio, April  
Position: Associate  
ID Number: RPN 22966  
Batch No.: 27  
Car Model/Line: Suauki 7SA / 5114

Process: Sub. assy  
Group/Shift: DLA  
Date/ Time: Oct 19, 2019  
No. of Offense: 1st  
Superior Name: J. Lucredo

Audit Findings: Non compliance on insert full method

Details:

conduct advance insertion on conn. SSG-TP-5  
wire color: LA/

## WRITTEN EXPLANATION

Ako po si April cadacio na nag-advance insertion. Hindi ko naman pong intensyong gawin iyon. Nagtry lang po akong magdatsa para i-check ang andon light, kasi hindi po siya nailaw kaya itany ko pong insert ang LA/ sa connector SSG-TP-5, kasi hindi po agad nagdatsa sa connector SSG-TP-5 152FI-GR, kaya akala po ng RA nag-advance insertion po ako.

- sa susunod po iko-concern ko na po sa Jr. Staff ang abnormality na aking makikita.

## Remarks/ Evaluation:

1st penalty

11/19/2019 - upon counselling  
she admitted she did  
not follow stop call wait  
1 day suspension.  
- Aladain

<u>A. Cadacio</u>
Signature of Employee Date: <u>10-21-19</u>

<u>J. Lucredo</u>
Jr Staff Date: <u>10/21/19</u>

<u>B. Villanueva</u>
Staff Date: <u>10/22/19</u>

<u>E. Villanueva</u>
Supervisor Date: <u>10/20/19</u>

<u>h. Villanueva</u>
Manager Date: <u>10/24/19</u>