




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_PK38464
NAME : Panaligan, Allan Del Mundo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
1 day Suspension 1/27/2021	
Line/Shift	RS725 -A Panaligan
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **9/26/2020** to name: **Panaligan, Allan Del Mundo**

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 in assembly process- not following stop, call wait

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: 
20_PK38464

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP 1A-2009-3918

☒ AGENCY

Please Specify: PKMT

<i>M. Malabanan</i>	<i>K. Hernandez</i>	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: Panaligan Allan
 Position: Associate
 ID Number: 20PK38464
 Batch No.: 297
 Car Model/Line: Suzuki Y2R 327

Process: Assembly
 Group/Shift: NS-B
 Date/ Time: Sep 26, 2020 / 11:30
 No. of Offense: 1ST OFFENSE
 Superior Name: A. Gutierrez

Non-compliance Reference/Document Control Number:

FAIP - W1 - PRD - AP - 101

Details of Audit Findings:

Not Following STOP CALL WAIT
 Associate did not call the attention of Jr. Staff when encountered lacking parts during assy process.
 Directly got parts on shrage process

WRITTEN EXPLANATION

Ako po si Allan Panaligan ay na audit ng i-alert dahil sa hindi ko pagtawag ng Jr. Staff para kumuha ng parts dahil ako po ay sobrang delay na sa aking process sa sobrang kalituhon ko ay nakakuhang mga parts sa shrage, ng hindi ko pa sinasadya.

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>Panaligan</i> Employee Date: 11-15-20	<i>A. Gutierrez</i> Jr Staff Date: 11-15-20	<i>P. Malabanan</i> Staff Date: 11-14-20	<i>C. Carebles</i> Supervisor Date: 11-24-20	<i>Dina Velasco</i> Manager Date: 11/24
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