



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_PK29826
NAME : Bonifacio, Edison Villacampa / *Ebonifacio*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : February 7, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i>
<i>1 day suspension</i>	
<i>2/4/2020 from 7</i>	
<i>4/4/2020</i>	
Line/Shift	<i>D2112-1</i>
ACKNOWLEDGE BY: <i>[Signature]</i> <i>Noted by labrador</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 10/28/2019 to name: Bonifacio, Edison Villacampa

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 Sub assy (Manual 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: *[Signature]*
19_PK29826

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 : 19_PK29826
NAME : Bonifacio, Edison Villacampa
FROM : *Bonifacio* PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 21-Jan-20

This refers to the alleged offense(s) you have committed at 28-Oct-19 to name: Bonifacio, Edison Villacampa

Violation Offense] V .

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: *Bonifacio*
19_PK29826

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-2082

☒ AGENCY

Please Specify: PKINT

<u>J. Masobol</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Bonifacio, Edison
Position: Associate
ID Number: 19-PK19826
Batch No.: 250
Car Model/Line: Daihatsu DDI, 2012

Process: Sub-assy Process
Group/Shift: NS/A
Date/ Time: October 28, 2019 / 09:43
No. of Offense: 1st Offense
Superior Name: R. Ducay

Audit Findings: Not following SOP

Details:

Conduct manual insertion on Sub-assy process due to difficult insertion.

WRITTEN EXPLANATION

Inu po sanang isagpaumanhin sa aking nagawang kasalanan sa kadahilanan ako po ay delay na at tsaka isa pa ang hirap din po kase i insert kaya kailangan kupo tanggalin sa jig ang connector

Hindi koma po ulitin ang aking pang nagawang kasalanan.

Remarks/ Evaluation:

Issue penalty based from Hand book.

Edison
Signature of Employee
Date: 12/19/19

Edison
Jr Staff
Date: 12/09/19

J. Masobol
Staff
Date: 12/19/19

R. Ducay
Supervisor
Date: 12/10

G. Magadia
Manager
Date: 12/22