



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\_PK39138  
**NAME** : Lazaro, Aldrin Jay Figueroa  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Line/Shift	1 day suspension 4/2/21 Toyota Initial P
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **1/4/2021** to name: **Lazaro, Aldrin Jay Figueroa**

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:

Unauthorized person doing the process (Shieldwire)

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: *[Signature]*  
20\_PK39138

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: Falp-1A-2101-005

☒ AGENCY  
Please Specify: PKMT

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Aldwin Jay Lazaro  
Position: Associate  
ID Number: 20PK2138  
Batch No.: 301  
Car Model/Line: Toyota / initial

Process: Shield wire  
Group/Shift: NS-B  
Date/ Time: January 4, 2021/9:30  
No. of Offense: 1st  
Superior Name: C. Orense

Non-compliance Reference/Document  
Control Number:

Penalty for major Non-compliance

## Details of Audit Findings:

un-authorized person doing the process  
associate conduct shieldwire taping. Even he's only certified on twisting process

## WRITTEN EXPLANATION

Waiting po kasi ako sa wire ko na galing TRO at nagsaluden po po ang  
TRO kaya humulong muna po ako sa ating karmahan (Shield wire taping). Nam  
ko po ung process (fixing taping) kaso d po ako authorize. Ikaako hi na po ako nakapag-alala  
sa Sr. Staff namin na wala pa po akong gagawin.

## 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>[Signature]</u> Employee Date: <u>21-01-06</u>	<u>[Signature]</u> Jr Staff Date: <u>01-06-21</u>	<u>[Signature]</u> Staff Date: <u>1/6/2021</u>	<u>[Signature]</u> Supervisor Date: <u>1-7-21</u>	<u>[Signature]</u> Manager Date: <u>1/13</u>
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