



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_PK38470
NAME : Padilla, John Andrew Marasigan - *JP*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd</i>
	<i>1 day suspension</i>
	<i>3/7/21</i>
Line/Shift	<i>SC 29-15</i>
ACKNOWLEDGE BY:	
MANAGER	<i>JP</i> <i>2/17</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/9/2021** to name: **Padilla, John Andrew Marasigan**

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 updated assy board daily inspection record from Jan 8-9, 2021

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:

JP
PKIMT Management

Conforme: *JP*

20_PK38470

FURUKAWA - Production Operator

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

FAS

Control No: FAUP-1A-210 1-116

☐ AGENCY

Please Specify: PKINT

Name: padilla nhr andrew

Position: *associate*

ID Number: 20PK38470

Batch No.: 297

Car Model/Line: suzuki y2R | 5129

Process: Chiase Pross

Group/Shift: NS-B

Date/ Time: Mon. 9. 20. 21 / 8:45

No. of Offense: 1st offense

Superior Name: A. Gutierrez

K. Hernandez

Checked by:

J. Reyes

Noted By:

Non-compliance Reference/Document

Control Number:

FALP-W/-PRD-AP-101

assembly Process

Details of Audit Findings:

Not updated assu. board daily inspection Record from Jan. 8 to 9, 2021

WRITTEN EXPLANATION

~~Benaya napa isa fine na gaw atata to kasi na gill up na min hiki~~

4ko po si John Andrew Padilla ay hindi na happy check shit ay saan
dani po sinabe ko po sa dating partner na magpap up ko check shit yan po mha
ay sa lang po yung pinatapan nga yung sa pa pala ay hindi na philipino
pansapahan po ulala ko po keri na kilig na aling partner ang check shit
hnd ko na po kaka walit ehmat po sa pot unah.

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).

Employee

Date: 11/27/92

Jr Staff

Date: 01-27-21

Staff

Date: 15-11-21

Supervisor

Date: 1-28-21

Manager

Date: 1.2.20