



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_PK30655
NAME : Pioquinto, Roland Lipa
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 6, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd - 2 days suspension
Line	3/27-28 Haysb MURRAY me - 13
ACKNOWLEDGE BY:	
MANAGER	Haysb / 3.5
Signature Over Printed name / Date	

This refers to the alleged offense(s) you have committed at 1/4/2020 to name: Pioquinto, Roland Lipa

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

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:

19_PK30655

FURUKAWA - Production Operator

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



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_PK30655
NAME : Pioquinto, Roland Lipa
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 5-Feb-20

This refers to the alleged offense(s) you have committed at 4-Jan-20 to name: Pioquinto, Roland Lipa

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

PKIMT Management

Conforme:

19_PK30655

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

005

☐ FAS

Control No: FA 10- 1A-0001- 3770

☐ AGENCY

Please Specify: PKM

<u>J. Magadia</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Pioquinto, Roland
 Position: associate
 ID Number: 19PK306JS
 Batch No.: 255
 Car Model/Line: Subaru 7103

Process: sub assembly
 Group/Shift: DS-13
 Date/ Time: Jan. 4, 2020
 No. of Offense: 1st
 Superior Name: J. Mascarayan

Audit Findings: Not following SOP

Details:

Associate pushed the gunusen wing metal bar due to encounter gunusen lowering which resulted to deformed stabilizer.

WRITTEN EXPLANATION

Ako po si Roland Pioquinto ~~na~~ na nag tulak na naka lowing gunusen hindi ko naman po yun itinuan naitulak ko lang po kasi po naka labas ang gunusen pero wala na naman po ako ibang ginawa
 ipag panmanhin po ninyo ang aking pagkalamali hindi ko na po yun ulitin...mag rereadtag na po ako pag nakakita ulit ako ng gano...

Remarks/ Evaluation

- ☐ I-Alert Written Explanation Only
- ☐ Agency/FALP Written Explanation Only
(based from Handbook)
- ☒ Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)

1 day

[Signature]
 Signature of Employee
 Date: 01/23/2020

[Signature]
 Ir Staff
 Date: 01/24/2020

[Signature]
 Staff
 Date: 01/24/2020

[Signature]
 Supervisor
 Date: 1/24

[Signature]
 Manager
 Date: 1/27