



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_PK35582
NAME : Ebor, Niña Rea Mae Almazan ✓
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	147
	1 day suspension
	12/10/20
	Date return : 12/11/20 @ 8pm
Line/Shift	5727 / B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/28/2020 to name: Ebor, Niña Rea Mae Almazan

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:

Associate conduct pulling of Jointed wire due to encountered sagged wire

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:
19_PK35582

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No. FALP 1H-2004-3856

☒ AGENCY

Please Specify: PKINT

<u>Fealio</u> <u>M. Calim</u>	<u>K. Hernandez</u> <u>K. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Rheanne Almazan
Position: Associate
ID Number: KPK35582
Batch No.: 275
Car Model/Line: Suzuki YZR/127

Process: Assembly Process
Group/Shift: OS/B
Date/ Time: September 25, 2020/1235
No. of Offense: 1st offense
Superior Name: A. Gutierrez

Non-compliance Reference/Document
Control Number:

FALP - W1-PND-HP-10

Details of Audit Findings:

Saloged wire

Associate conduct pulling of jointed wire due to encountered

WRITTEN EXPLANATION

Ako po si Eberg, Nina Rea Mae A. ay na-audit sapagkat hinila ko po jointed wire para mailagay ng magagat ang clamp. Sapagkat kung hindi po ito ihihihila hindi po mailatalagay ng magagat ang clamp at puwestong ma-US ang harness. Isa susunod po ay tatawag na ako ng Expert & Jr staff para sila na po ang mag-aayos nito, at para hindi na rin po magdulot ng abnormality. Inaasahan ko po ang malawak ngong pang-unanin. Maraming salamat po.

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>Employee</u> Date: <u>09/29/20</u>	<u>A. Gutierrez</u> Jr Staff Date: <u>9/29/20</u>	<u>B. Gutierrez</u> Staff Date: <u>10/1/2020</u>	<u>C. Carabes</u> Supervisor Date: <u>10-17-2020</u>	<u>D. Gutierrez</u> Manager Date: <u>10/1/20</u>
--	---	--	--	--