



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_PK38806
NAME : Tumbaga, Marvin Manalo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	3rd
5 days suspension 2/4-9/21	
Line/Shift	5127 -1b
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **11/12/2020** to name: **Tumbaga, Marvin Manalo**

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 Assembly - No good location of harness

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]*
20_PK38806

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-19-2011-4953

☒ AGENCY

Please Specify: PRINT

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

Name: Marvin Tumbaga
 Position: associate
 ID Number: 2019 3806
 Batch No.: 399
 Car Model/Line: Suzuki Y2R / 5127

Process: assembly
 Group/Shift: NS-B
 Date/ Time: Nov. 12, 2020 / 7:40
 No. of Offense: 1st
 Superior Name: A. Gutierrez

Non-compliance Reference/Document Control Number:

FALP-W1-PED - 101

Details of Audit Findings:

No good location of good harness located on the top of paybox on shige process

WRITTEN EXPLANATION

Kaya ko po napakiramay sa ibabaw ng paybox shige process dahil po wala na paghihiwalay, kumbaka n po kase
at walang original na hand power

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>99</u> Employee Date: <u>11-15-2020</u>	<u>A. Gutierrez</u> Jr Staff Date: <u>11-15-20</u>	<u>P. A. Gutierrez</u> Staff Date: <u>11-18-20</u>	<u>for K. Hernandez</u> Supervisor Date: <u>11-21-2020</u>	<u>D. Villanueva</u> Manager Date: <u>11-24</u>
--	--	--	--	---