



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_PK38873
NAME : Arriola, James Anthony Esguerra *James*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 27, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspension 11/4/2020 due to Nov. 24, 2020 18
Line/Shift	42124/B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/21/2020 to name: Arriola, James Anthony Esguerra

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 Sub assy (Not referring to Sub PC that resulted to defect outflow in the line)

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: *James*
20_PK38873

FURUKAWA - Production Operator

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



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MEMORANDUM NO. HRADM

TO : 20_PK38873

NAME : Arriola, James Anthony Esguerra

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 27-Oct-20

This refers to the alleged offense(s) you have committed at

21-Oct-20

to name: Arriola, James Anthony Esguerra

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme:


20/PK38873

FURUKAWA - Production Operator

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

Ma'am

October 21, 2020

Good Day,

Kindly issue memorandum on below employee

Violation: Not refer on Sub PC versus actual wire

Name: James Arriola

Witness:

Position: Associate

ID Number: 20_PK38873

Car Model: Honda

Line: 3129

Group: B

Shift: DS

Date Encountered: October 21, 2020

Time: 04:00 am

Superior Name: Nelsen De Torres (Staff)/ Zyrene Perez (SV)

Investigation:

Please be inform that one of our associate namely James, Arriola on line 3129 have QA outflow which is wrong used of wire. Upon investigation affected associate not refering on SUB PC when doing the process. This is noncompliance on the process that may result defect outflow in the line.

Please take immediate action on the affected associate.

Prepared By.


Nelsen De Torres
PD5 Staff

Checked By:


Zyrene Perez
PD5 Supervisor

Noted By:


Ma. Julie Sabido



OFFENSE: non compliance

DATE: Oct 27 2020

WRITTEN EXPLANATION:

Ako po si James Arriola ay nag-kameron ng outflow o 'NG' sa QA dahil po sa sobrang delay po namin ay di ko na po na double check ang aking process kaya po ito ay nagdulot ng pagkataroon ng outflow.

COUNTERMEASURE:

Palagi ko na po icheck ang buong isa sa process ko bago ko po ipasa sa suhod na gagawa.

James
JAMES ANTHONY ARRIOLA
Signature over Printed Name

Honda TRX 3129
Car Model / Line