



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 : 15_1613669
NAME : Zulueta, Melchet Doronila *Melchet Zulueta*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : *4th* ~~2nd~~ Offense
DATE : February 6, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>4th</i> <i>2nd - 2 days suspension</i> <i>APRIL 28-29, 2020</i>
Line	<i>DATA ENTRY</i> <i>16101 - ADS</i>
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/12/2020 to name: Zulueta, Melchet Doronila

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:

Non Compliance Insert Pull Method

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]*
15_1613669

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 15_1613669
NAME : Zulueta, Melchet Doronila
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : ^{4th}~~2nd~~ Offense
DATE : 5-Feb-20

This refers to the alleged offense(s) you have committed at 12-Jan-20 to name: Zulueta, Melchet Doronila

Violation Offense] 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 :

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NOTED BY:

PKIMT Management

Conforme:

15_1613669

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKM

Control No: 7412 18 201 0043

<u>M. Casomio</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Zulueta, Melchior
 Position: Associate
 ID Number: 15-11613669
 Batch No.: 76
 Car Model/Line: Daimatsu old/2104

Process: lay out
 Group/Shift: OS-B
 Date/Time: Jan. 12, 2020 / 9:30
 No. of Offense: 1st
 Superior Name: J. Morales

Details of Audit Findings:

Non compliance on direct pull method
did not conduct pulling of wire after insertion on line. IEF-35FA: cr. and card: GSG: JAN 12-16F-B wire color: red, 17

WRITTEN EXPLANATION

Ako po ay nahuli na hindi nakapaghila ng wire sa huling
part sa kadahilanan pong nagkaton na may tinimbang gagan ang dking
barahing lay-out kaya po hindi kaya na pulling method sa kasama
sa tatatayang na muna ang dking ginagawa bago daw makipag-usap
pero ang kaso po naghihila po talaga ang bago ang lumipat sa
kabilang board.

REMARKS/ EVALUATION

<input type="checkbox"/> i-Alert Explanation Only	<input type="checkbox"/> Agency/FALP Written Explanation Only (based from handbook)
<input checked="" type="checkbox"/> Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)	

Signature of Employee Date: <u>Jan 14 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>11-15-20</u>	<u>[Signature]</u> Staff Date: <u>1-15-20</u>	<u>[Signature]</u> Supervisor Date: <u>1-15-20</u>	<u>[Signature]</u> Manager Date: <u>1-22-2020</u>
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