



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_PK31155
NAME : Cullado, Matthew Gonzales *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : March 16, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension 4/3/20 7/21/2020
Line/Shift	SS123 - A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/20/2020 to name: Cullado, Matthew Gonzales

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

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]*
19_PK31155

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2002-0654

☐ FAS

☒ AGENCY

Please Specify: PKMT

Audited By:	Checked by:	Noted By:

Name: cullado, matthew
 Position: Associate
 ID Number: 19PK 21195
 Batch No.: 253
 Car Model/Line: Suzuki 15123

Process: sub acct
 Group/Shift: RS/A
 Date/ Time: Feb. 20, 2020 / 1:30
 No. of Offense: 134
 Superior Name: R. Geli

Non-compliance Reference/Document
 Control Number:

HRGA-2018-24-14

Details of Audit Findings:

Non compliance on Insert Pull method
Mass pulling on com. SSG/DCI-17 F, SSG ASN0-14M-6f

WRITTEN EXPLANATION

AKO PO SI MATTHEW CULLADO AY NA-AUDIT NG I-ALERT SA KADAHILANANG HINDI TAMA ANG
GINAWA KONG PROCESS. NAG MRES PULLING AKO SA SUB, HINDI YO NA UULITIN ANG NASABING
KASALAMAN AT LAGI NANG MABIGING STANDARD SA AKING PROCESS.

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).

Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02/24/2020</u>	Date: <u>2/24/2020</u>	Date: <u>2/24/2020</u>	Date: <u>3/6/2020</u>	Date: <u>03-08-2020</u>