



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 PK41371
NAME : Valencia, Joyce Ilao
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension	
1/9/21	
date return 1/18/21 @ 8AM	
Line/Shift	H3129/B
Valencia	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/3/2020 to name: Valencia, Joyce Ilao

Violation Offense No. I

Section No. 1

OFFENSE AGAINST HEALTH AND SAFETY

Failure to follow safety rules and regulations

Description:

Unsafe act - Associate working inside the barricade

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: Valencia
20_PK41371

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A 2011-41058

Name: Valencia, Joyce
Position: Associate
ID Number: 20-PK41371
Batch No.: 320
Car Model/Line: Honda 1KRA/9129

Process: Assembly
Group/Shift: DS-B
Date/ Time: November 08, 2020/8:20
No. of Offense: 1st
Superior Name: G. Regano

Non-compliance Reference/Document
Control Number:

Safety Matter

Details of Audit Findings:

unsafe Act
Associate working inside the barricade.

WRITTEN EXPLANATION

Ako pa si Joyce Valencia nagpamamahi nyo po ako sa pag-uulat ng rule pagdating Safety Matter sa pagmamagaling ko po hindi ko na po napanatili na nasa loob na po ako ng barricade.

Counter Measure: Mag-declare bilang na po ako para hindi magdelay at pagmagawa ko na peang dapat kong gawin sa tamang student if delay naman po ako mag-aadon po ako para malaman po na delay at na support ako.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Grace</u> <u>Joyce Valencia</u> Employee Date: <u>11/07/20</u>	<u>G. Regano</u> Jr Staff Date: <u>11/7/20</u>	<u>N. De Jesus</u> Staff Date: <u>11/9/20</u>	<u>2011-41058</u> Supervisor Date: <u>11/12/20</u>	<u>[Signature]</u> Manager Date: _____
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