



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_PK39590
NAME : Lomio, Norvin Gasgas
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspension
	4/5/21
	<i>[Signature]</i>
Line/Shift	5502 -A 6/C
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **12/8/2020** to name: **Lomio, Norvin Gasgas**

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:

Associate not using pressing Jig during fitting of RBOX to RBOX cover (ECT process)

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_PK39590

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-2019-5433

☒ AGENCY

Please Specify: PRINT

For: <u>audit</u> <u>M. Sogut</u>	<u>S. Hernandez</u> <u>K. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lomio, Norvin
Position: Associate
ID Number: 20PK39590
Batch No.: 304
Car Model/Line: Suzuki YV7 5102

Process: ECI
Group/Shift: DS-A
Date/ Time: Dec 08, 2020 / 12:00
No. of Offense: First Offense
Superior Name: L. Rosales

Non-compliance Reference/Document
Control Number:

FAP-NI-FRD-CI

Details of Audit Findings:

Non Compliance during ECI Process
Associate not using pressing jig during fitting of RRDX to RRDX cover

WRITTEN EXPLANATION

Ako si Norvin Lomio ay nangit sa di pagganit ng jig sa pag pres sa RRDX. Nangatan ngan sa
pag gumagantipon sa ako ng jig. nangatan bilang sa sa di sa may sa naglak sa lower cover. Para
sa ginamitan ko nangang ng kanyang di di gumagantip ng pressing jig.
Sa suporta sa sa di sa naglak ng ako sa lower cover ay ginamitan ko nangang po unit
ng pressing jig.

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>MP</u> Employee Date: <u>01-26-21</u>	<u>afirma</u> Jr Staff Date: <u>01-26-21</u>	<u>afirma</u> Staff Date: <u>1-27</u>	<u>M. Rosales</u> Supervisor Date: <u>1-27</u>	<u>Quina</u> Manager Date: <u>2-18-2021</u>
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