



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_PK39028
NAME : *Racelis*
Racelis, Retchel Blaza
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : 5-Oct-20

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day Suspension	
10/21/2020	
for 10/08	
Line/Shift	D2111 / A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 4-Sep-20 to name: Racelis, Retchel Blaza

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 :

Not following SOP in lay-out process (Non- Compliance on 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]
20_PK39028


FURUKAWA - Production Operator

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



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Violation Offense | V

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PKIMT Management

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20_PK39028

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: ADPH PK1

Control No: #AIR-19-2009 - 3028

<u>for M. Casama</u>	<u>Scherranandez K. Hernandez</u>	<u>emp J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Barelis, Retchel
 Position: Associate
 ID Number: 2001639023
 Batch No.: 301
 Car Model/Line: Daihatsu D54L12111

Process: lay-out
 Group/Shift: bs/a
 Date/ Time: Sept. 4, 2020 / 8:07
 No. of Offense: 1st offense
 Superior Name: L. Pastoral

Non-compliance Reference/Document
 Control Number:

IRGA - 2018-04-14

Details of Audit Findings:

Non compliance on Insert Pull method. did not conduct pulling of wire after insertion on connector. A.B.O - 16F white color: W/B

WRITTEN EXPLANATION

Ako po ay na audit ng I-alert sa Kachilanan hindi po ako ng push pull pag katapos ko mag insert sa connector.

pero ginawa ko naman po yun eh kaso hindi po masyado na pull yang wire sa connector pero nag click naman po cyan.

Received from naxm 10/5/20

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>Polis</u> Employee Date: <u>01/10/20</u>	<u>[Signature]</u> Jr Staff Date: <u>09/07/2020</u>	<u>[Signature]</u> Staff Date: <u>09/07/2020</u>	<u>[Signature]</u> Supervisor Date: <u>09-07-2020</u>	<u>[Signature]</u> Manager Date: <u>09/07/2020</u>
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