



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_PK29564
NAME : Dueñas, Sherwin Avila *Sel*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i>
<i>2 days Suspension</i> <i>OCT 29, 30, 2019</i>	
Line	<i>85120</i> <i>H2426 1A</i>
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/11/2019 to name: Dueñas, Sherwin Avila

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 - Unauthorized repair

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_PK29564

FURUKAWA - Production Operator

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



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_PK29564

NAME : Dueñas, Sherwin Avila *sd*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 11-Sep-19 to name: Dueñas, Sherwin Avila

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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Description :

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This is for your guidance and strict compliance.

NOTED BY:

gn
PKIMT Management

Conforme: *sd*
19_PK29564

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-11-1109-1001

☒ AGENCY

Please Specify: PKMT

<u>D. TIEMDEM</u> Audited By:	<u>Q. Magadia</u> Noted By:
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Name: DUEÑAS, SHERWIN
Position: ASSOCIATE
ID Number: 19PK29564
Batch No.: 249
Car Model/Line: HONDA TRKA/3126

Process: DIMENSION
Group/Shift: D51A
Date/ Time: SEPTEMBER 11, 2019 / 6:55
No. of Offense: 1ST OFFENSE
Superior Name: L. FIGUEROA

Audit Findings: UN: AUTHORIZED / HIDDEN REPAIR

Details: CATCHED PENDING TAPE ON DIMENSION DUE TO INSUFFICIENT TAPING

WRITTEN EXPLANATION

I, Dueñas Sherwin A. has been caught doing an illegal repair in dimension 1 due to insufficient taping near sequence 11.

I admit that I did that because we are on a rush and a lot of horses to inspect that time. I found no leader to ask for additional taping on the affected area. Maybe also because of the presence of the tape on the table so that I was attracted to use it for the repair.

I promise not to do it again and do the standard operation. Once I found out any abnormality or re-used in the product I will do the STOP, CALL and WAIT. Stop the operation, call the attention of the staff or jr. staff and wait for further advice.

Remarks/ Evaluation:

Issue Penalty

<u>Ed</u> Signature of Employee Date: <u>10-07-19</u>	<u>Sh</u> Jr Staff Date: <u>10-7-19</u>	<u>Alfonso</u> Staff Date: <u>10-7-19</u>	<u>A. Vengara</u> Supervisor Date: <u>16-12-2015</u>	<u>B</u> Manager Date: <u>10/12</u>
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