

PKIMT

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_PK30403
NAME : *Napolitano*
Napolitano, Erison Lacdao
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : February 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>ma</i>
<i>I days suspension</i> <i>4/17-17/20 to 7/17-18/20</i>	
Line/Shift	<i>1715 - A</i>
ACKNOWLEDGE BY:	<i>15</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Napolitano, Erison Lacdao

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- Conduct half insertion on connector

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:

Qm
PKIMT Management

Conforme: *Napolitano*
19_PK30403

FURUKAWA - Production Operator

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

MEMORANDUM NO. HRADM

TO : 19_PK30403
 NAME : Napolitano, Erison Lacdao
 FROM : PKIMT Management
 SUBJECT : Notice to explain
 No. of Offense : 3rd offense
 DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 19 Jan-20 to name: Napolitano, Erison Lacdao

Violation Offense | 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:


 PKIMT Management

Conforme:

19_PK30403

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-WI-2001-0170

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Name: Napolitano Erison
 Position: Associate
 ID Number: 19-PR30103
 Batch No.: 254
 Car Model/Line: Honda 1.3i

Process: Sub-Assy
 Group/Shift: DS-A
 Date/Time: January 19, 2020/09:30
 No. of Offense: First Offense
 Superior Name: M. Jaro

Non-compliance Reference/Document
 Control Number:

Work Instruction (STEP 7)
FALP-WI-PRD-CA-013

Details of Audit Findings: Not following SOP (Did not follow the information needed on the screen/comp PC)
Conduct half insertion on connector XN-14F-E wire color: G

WRITTEN EXPLANATION

Nahuli po ako ng i-alert na naka-half insertion dahil po sa sinundan ko po na maginsert e akala ko po nahula na itya iyon po para ay kinulang sa pagpu-pull. Tuloy akala ko po ay ako na ang mag-insert. Tama naman pong alamating si I-alert akala po niya ay half-insert iyon pero para po sa alin insert ko na po talaga iyon.

Pago po ako maginsert titingnan po sa aming PC, at pang natapag insert na po ang ating katuwang.

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>Erison Napolitano</u> Employee Date: <u>01/29/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>1/29/20</u>	<u>[Signature]</u> Staff Date: <u>1/29/20</u>	<u>[Signature]</u> Supervisor Date: <u>2/3/20</u>	<u>[Signature]</u> Manager Date: <u>2/3/20</u>
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