



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 : 18_PK20797
NAME : Antorpia, Amalia Cabral / *Antorpia*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : March 21, 2021

PKIMT - ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	4 days suspension
	4/14, 15/2021
	16.17 <i>Antorpia</i>
RECEIVED BY:	<i>(Signature) V.M.</i>
DATE:	<i>4/14/21</i>
MANAGER:	<i>(Signature)</i>

This refers to the alleged offense(s) you have committed at **2/9/2021** to name: **Antorpia, Amalia Cabral**

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 Minor / Special repair procedure

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)*

18_PK20797

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS
☐ AGENCY
 Please Specify: FKMT

Control No: FAIPM-2102-723

<u>L. Cabatana</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Antorpio amalia
 Position: Associate
 ID Number: 1814 20797
 Batch No.: 200
 Car Model/Line: Suzuki Y01 G16

Process: assembly
 Group/Shift: DS-A
 Date/ Time: Feb. 9, 2021 5:45
 No. of Offense: 1st
 Superior Name: R. Gamboa

Non-compliance Reference/Document Control Number:

FAIP-WI-PAD-IP-007

Details of Audit Findings:

Not following minor special repair procedure. Associate did not update fill up final assembly minor defect record when encountered insufficient topping during inspection process.

WRITTEN EXPLANATION

Nko po si binalik Antorpio nahuli ng I-Alert na hindi nagsusulat sa Minor Defect. Noong pang time na tun ay may sulat naman po ang Minor Defect namin taps noon pang dumating ang I-Alert ay may pinatayapan ako kay Kte Weng naang isusulat ko na po ay wala dun sa pinaglagayan ko ang Minor Defect namin ibinalik po pala sa lagayan ng isang operator kaya hindi po siya haniwala na nagsusulat kami.

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).

Employee
 Date: 02-20-2021

Jr Staff
 Date: 2-24-2021

Staff
 Date: 2/24/21

Supervisor
 Date: 2/24/2021

Manager
 Date: 2/24/21