



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_PK20058
NAME : Gapas, Lenny Vergara - *fm11*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 27, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>2nd</i> <i>1 DAY SUSPENSION</i> <i>OCT. 20, 2020</i>
Line/Shift	<i>WIZUKI 401 0716</i>
ACKNOWLEDGE BY:	<i>KATHERINE O. CABRELA</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/16/2020 to name: Gapas, Lenny Vergara

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 - Did not use torque wrench and did not conduct pen marking on passtape during 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]*
18_PK20058

FURUKAWA - Production Operator

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

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 : 18_PK20058

NAME : Gapas, Lenny Vergara

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 16-Jul-20 to name: Gapas, Lenny Vergara

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: 18_PK20058

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2007-1442

☒ AGENCY

Please Specify: PKINT

Name: QAFAS Lenny V
 Position: Accomdate
 ID Number: 18PK20059
 Batch No.: 2011
 Car Model/Line: Suzuki 101 / 5110

Process: Torque
 Group/Shift: NS-A
 Date/ Time: JUN 14, 2020 / 1:05
 No. of Offense: 1st
 Superior Name: J. Conaitha

<u>C. Redondo</u> Audited By:	<u>Schamandez K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document
 Control Number:

Details of Audit Findings:

Not following SOP, Did not use digital Torque wrenches due to no good condition of torque wrench - did not conduct pen marking on pastape during process

WRITTEN EXPLANATION

Nagamit naman po ako ng isang Torque wrench kase kaya po di ko ginagamit ang isa gamit na naka charge pag naka charge po ang torque wrench di po sya nakabuhay kaya di ko ginagamit ang isa.
Di ako na aware na nasa audit ang kabilang shift sa pag pen mark kaya po di ako nag pen mark kase wala naman po sa of ko yon kaya akala ko po di talaga nag pen mark ang torque.

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: <u>6/11/20</u>	<u>Rubena M. Cambos</u> Jr Staff Date: <u>7-24-20</u>	<u>J. Conaitha</u> Staff Date: <u>7-24-20</u>	<u>S. Honiwar</u> Supervisor Date: <u>7/24/20</u>	<u>J. Conaitha</u> Manager Date: <u>07-25</u>
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