



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_PK43025
NAME : Africa , Nica Moreen *Safucainco*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 13, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd - offense 2 days Suspension 11/5/2020
Line/Shift	HONDA TRKA 3130 /A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/17/2020 to name: Africa , Nica Moreen

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 - Overstocking of Parts

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: *Safucainco*
20_PK43025

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK43025
NAME : Africa , Nica Moreen
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 12-Oct-20

This refers to the alleged offense(s) you have committed at 17-Sep-20 to name: Africa , Nica Moreen

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

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NOTED BY:

PKIMT Management

Conforme:

20_PK43025

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: FALP-IA-2009-3576

<u>R. Alegro</u> R. ALEGRO	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Amica Nica Moreen
Position: Associate
ID Number: 20PK3025
Batch No.: 385
Car Model/Line: Ford TKA / 3B0

Process: ECT
Group/Shift: DC-A
Date/ Time: Sep. 17, 2020 / 4:45
No. of Offense: 1st
Superior Name: P. Benitez

Non-compliance Reference/Document

Control Number:

FALP-WI-PRD-18202

Details of Audit Findings: Not following SOP

Overstocking of parts in ECT process R/B - 5/1/2011

WRITTEN EXPLANATION

I overstock the parts in ECT process because when I putting the box I saw the plastic of CUR-RAE only left few pieces and I think I need to put it all on the box before getting a new one in the parts area, so I put it all. I did not know that I can get another box of CUR-RAE in the parts area, even it is not really empty. That's my mistake, that I put a lot in box on our table and I didn't know that it can cause damage in the CUR-RAE.

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>Sofucanico</u> Employee	<u>R/B</u> Jr Staff	<u>P.P</u> Staff	<u>o. rre</u> Supervisor	<u>18</u> Manager
Date: <u>09-20-20</u>	Date: <u>9-20-20</u>	Date: <u>9/24</u>	Date: <u>9/24</u>	Date: <u></u>