



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_PK38012
NAME : Abas, Ruby Clacite *Abas*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 29, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: <i>2nd</i>	
<i>1 DAY suspension</i>	
<i>11/7/20</i>	
Date Return: <i>11/14/20 05:07pm</i>	
Line/Shift <i>HONDA 3127</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 10/2/2020 to name: Abas, Ruby Clacite

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 Andon Rule- Associate conduct advanced taping even andon is on

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]*
20_PK38012

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKJ MT

Control No: FAIP-1A-2010-4015

Name: Alors, Ruby
 Position: Associate
 ID Number: 20PK08012
 Batch No.: 295
 Car Model/Line: Honda Tiger Force / 3127

Process: Assembly
 Group/Shift: NS-A
 Date/ Time: Oct. 02, 2020 / 09:02
 No. of Offense: 1st Offense
 Superior Name: E. De Silva

<u>Berneta</u> <u>L. Cometa</u>	<u>K. Hernandez</u>	<u>Reyes</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document
 Control Number:

FAIP-WI-PRD-11P-101

Details of Audit Findings: Not Following Andon Rule
Associate conduct advanced taping when andon is ON.

WRITTEN EXPLANATION

ako po si Ruby, ako ay humingi po na pa-manhila dahil po sa kasalananang
ako po ay mag advance habang naka andon - ako po ay nangangatakong hindi po
na lilitin.

ako po ay nangangata na hindi na po ako mag advance habang
naka andon.

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>Alors</u> Employee	<u>R. De Silva</u> Jr Staff	<u>E. De Silva</u> Staff	<u>Paula</u> Supervisor	<u>[Signature]</u> Manager
Date: <u>10/2/20</u>	Date: <u>10/2/20</u>	Date: <u>10/2/20</u>	Date: <u>10/12</u>	Date: <u>10/12</u>