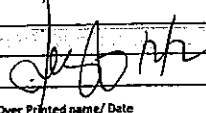




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK31481
NAME : Lacdao, Benedick Fabella
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 28, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	19
2 days Suspension 12/5-6/2019 moved to 12/16-17/2019	
Line/Shift	D215-10
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/10/2019 to name: Lacdao, Benedick Fabella

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 - Unauthorized / Hidden repair

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:



PKIMT Management

Conforme:



19_PK31481

FURUKAWA - Production Operator

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



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_PK31481
NAME : Lacdao, Benedick Fabella
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 18-Nov-19

This refers to the alleged offense(s) you have committed at 10-Oct-19 to name: Lacdao, Benedick Fabella

Violation Offense I 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 :


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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
19_PK31481

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1910-1713

<i>M. Casama</i> M. Casama	<i>G. Magaña</i> G. Magaña
Audited By:	Noted By:

Name: LACDAO, BENEDICK
 Position: ~~19PK31481~~ ASSOCIATE
 ID Number: 19PK31481
 Batch No.: 261
 Car Model/Line: DAIHATSU DOLBY 2115

Process: LAY-OUT PROCESS
 Group/Shift: NS 1B
 Date/ Time: OCTOBER 10, 2019/9:45
 No of Offense: 1ST OFFENSE
 Superior Name: A. TAMAYO

Audit Findings: UN-AUTHORIZED / HIDDEN REPAIR
 Details: SUB ASSY ASSOCIATE CAUGHT UNLOCKING THE CONNECTOR ON LAY-OUT PROCESS DUE TO ENCOUNTERED
 LOCKED CONNECTOR BY LAY-OUT ASSOCIATE

WRITTEN EXPLANATION

AKO SI BENEDICK LACDAO NG DAIHATSU DOLBY LINE 2115
 AY NAG UNLOCK NG CONNECTOR SA LAY OUT BOARD
 DAPAT MADALI LANG KAMAN PO ITONG GAWIN.
 IBAG PAUMANTIN NYO PO ANG DI KO PAG SUNOD
 SA STANDARD RULES NG COMPANY. PAKAPAG-ARRO
 KO PO NA HINDI NA MAUUCIT ANG GAWITONG
 GAWI O ANO MANG MAUSAPAY NA PAG LABAG
 SA SOP NG COMPANYA

11/24 - already counseled
subject for Suspension
10/15/19
Helel

Remarks/ Evaluation:

Issue memo

 Signature of Employee Date: 10-11-19	 Jr Staff Date: 10-11-19	 Staff Date: 10-14-19	 Supervisor Date: 10/15/19	 Manager Date: 10/15
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