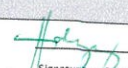




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK30834  
NAME : ~~BUENO~~  
Bueno, Kenneth Abueva  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : March 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
After 2 days suspension 3/21, 23/20 Sept 3-4	
Line/Shift	5706 - B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/1/2020 to name: Bueno, Kenneth Abueva

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 in ECT 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:

  
PKIMT Management

Conforme:   
19\_PK30834

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLINT

Control No: FALP-IA-2002-0356

Name: Buend, Kenneth  
 Position: Associate  
 ID Number: 1911630824  
 Batch No.: 25  
 Car Model/Line: Subaru GC7 / 706

Process: ECI Process  
 Group/Shift: DS12  
 Date/ Time: February 01, 2020 / 01:25  
 No. of Offense: 1st offense  
 Superior Name: J. Mendoza

<u>M. Casanova</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document  
 Control Number:

HRGA-2018-04-14  
Memorandum for Major Non-compliance

## Details of Audit Findings:

Un-authorized/Hidden Repair. Remove option tape due to encountered wrong production  
OMI.

## WRITTEN EXPLANATION

Hindi ko naman po intension na bakasin yung option tape,  
kasi po naguluhan na po ako gawa dun sa auto search. Ang pagkakaalam  
ko po kays ay uulit ang inspect yung harness kaya ko nagawang tanggalin  
yung option tape.

## 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>[Signature]</u>	<u>J. Mendoza</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02-07-2020</u>	Date: <u>02-07-20</u>	Date: _____	Date: <u>02-07-20</u>	Date: <u>2/7/20</u>