



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 : 15_0714162
NAME : Loyola, Jo-an Ebcas. *Jo-an Loyola*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
1 day Suspension 1/25/2021 <i>Jo-an Loyola</i>	
Line/Shift	SS727-B
ACKNOWLEDGE BY:	
MANAGER	<i>Jo-an Loyola</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/5/2020 to name: Loyola, Jo-an Ebcas

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 Dimension process- not updating final assembly minor defect record during enc.insufficient taping on dimension 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:

gn
PKIMT Management

Conforme: *Jo-an Loyola*
15_0714162

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

PKMT

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FAIP 1A-2009-4168

For: <u>Delayed E-Alert</u>	<u>Schmading</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Loyola Joan Flores

Process: Dimension

Position: Associate

Group/Shift: NS 1A

ID Number: PK-13071462

Date/ Time: Sep 5, 2020 13:15

Batch No.: 269

No. of Offense: 1st Offense

Car Model/Line: Suzuki Y2R 5127

Superior Name: A. Gutierrez

Non-compliance Reference/Document
Control Number:

FAIP-WI-PRD-1P-044

Details of Audit Findings: Not following SOP - Not updating Final Assembly minor defect record during encountered insufficient taping on dimension process

WRITTEN EXPLANATION

Ako po si Jo-an E. Loyola "Dimension Process, hindi na audit po ng i-alert sa hindi ko po pag-sulat ng detail of defect sa final assembly minor defect record nang nag pa add taping po ako. Pasensya na pe nakalimutan ko po. kc mung time na yan mag isa lang po ako absent ang partner ko at tambak na tambak po ako ng for dimension at ang ect po ay waiting lagi. Dina po manulit lagi ko na po isusulat pagkatapos mag po add 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>Joan Flores</u> Employee Date: <u>11-18-20</u>	<u>A. Gutierrez</u> Jr Staff Date: <u>11-18-20</u>	<u>D. Gutierrez</u> Staff Date: <u>11-18-20</u>	<u>C. Gutierrez</u> Supervisor Date: <u>11-21-2020</u>	<u>J. Reyes</u> Manager Date: <u>11-21-20</u>
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