

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\_PK31332

NAME Angeles, John Rafael I

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE October 25, 2019

T FORM

MENT

2025

26

Date

This refers to the alleged offense(s) you have committed at 10/4/2019 to name: Angeles, John Rafael Manes

<b>Violation</b>	<b>Offense No.</b>	<b>V</b>
1. Violation of the law prohibiting the sale of alcoholic beverages to minors.	101	1
2. Violation of the law prohibiting the sale of alcoholic beverages to persons who are visibly intoxicated.	102	1
3. Violation of the law prohibiting the sale of alcoholic beverages to persons who are under the influence of drugs or controlled substances.	103	1
4. Violation of the law prohibiting the sale of alcoholic beverages to persons who are incapable of giving legal consent.	104	1
5. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from mental illness.	105	1
6. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from physical disability.	106	1
7. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from emotional distress.	107	1
8. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from chronic pain.	108	1
9. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from substance abuse.	109	1
10. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from addiction.	110	1
11. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from mental health issues.	111	1
12. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from physical health issues.	112	1
13. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from emotional health issues.	113	1
14. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from chronic health issues.	114	1
15. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from acute health issues.	115	1
16. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from long-term health issues.	116	1
17. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from short-term health issues.	117	1
18. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from temporary health issues.	118	1
19. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from permanent health issues.	119	1
20. Violation of the law prohibiting the sale of alcoholic beverages to persons who are suffering from life-threatening health issues.	120	1

## 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- Did not use digital torque wrench during 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: *[Signature]*  
19 PK31332

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)

Control No: 4AIP-1A-1910-1022

Please Specify: PKIMT

D. Frank	G. Magadia
Audited By:	Noted By:

Process: Yorque  
Group/Shift: NS/A  
Date/ Time: Oct 4, 2019 / 10:50  
No. of Offense: 1st  
Superior Name: A. Yorque






Associate not using digital torque wrench during process.

Nagamit naman po ako ng digital torque wrench nagkitaon lang po na mataas ang plan namin nung araw ~~may~~<sup>may</sup> na iyon at may ginawa po po akong ulitip nung makaramang plan kaya sumakit po ang kamay ko ipinapahinga ko muna yung kamay ko naang nakita ako ng 1-alerit na hindi nagamit ng digital torque wrench.

sa susunod ay palagi na po akong gagamit ng digital torque wrench.

## Remarks/ Evaluation:

Issue Penalty

 Signature of Employee Date: <u>10/08/19</u>	<p style="text-align: center;">Jr Staff</p> <p>           Date: <u>10/8/19</u> </p>	<p style="text-align: center;">Staff</p> <p>           Date: <u>09/10/19</u> </p>	<p style="text-align: center;">Supervisor</p> <p>           Date: <u>10/12/19</u> </p>	<p style="text-align: center;">Manager</p> <p>           Date: <u>10/19</u> </p>
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