

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 PK30865

NAME

Aguila, Leon Salvio Lor Lugile

FROM

PKIMT Management

SUBJECT

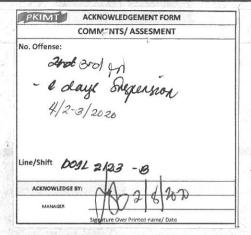
Notice for Suspension

No. of Offense

2nd Offense

DATE

January 31, 2020



This refers to the alleged offense(s) you have committed at

1/18/2020

to name:

Aguila, Leon Salvio

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:

# Non Compliance Insert Pull Method

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: Oldr J. Gjule 19 PK30865

**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 PK30865

NAME

Aguila, Leon Salvio Llon S-agrillo

FROM

: PKIMT Management

**SUBJECT** 

Notice to explain

No. of Offense

2nd Offense

DATE

30-Jan-20

This refers to the alleged offense(s) you have committed at

18-Jan-20

to name: Aguila, Leon Salvio

Violation Offense | 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

# Non Compliance Insert Pull Method

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: Len Laguille

**FURUKAWA - Production Operator** 

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

# **I-ALERT WRITTEN EXPLANATION**

Control No: +918- UA- 2001 -0115				
AGENCY		4	R. Heyer	G/Magadia
Please Specify: PKIMT			Audited By:	Noted By:
Name: Leon Aquilla Process: Cub acty				
Position: associate		Group/Shift:	NS-B	
Distering Date Time: Jan. 18, 2020 11:00				
	N.20			
Car Model/Line: Handa 3115		Superior Name: <u>Α</u> : Ψυ <u>Υ</u> Ο		
Details of Audit Findings: Jan Compliance on Fixer! Pull method  (enduct advance insertion an conn XXI-5F, HSE 1 XXIII 785 F mire color) \$\frac{1}{2}\$ Gr\ 1.8\frac{1}{2}\$				
WRITTEN EXPLANATION				
AROPO SI LEUN S. AGUILA OH AROPO AY MA ANDIT NS ALALINI dahilpu Sa nas alvance inspresation po ako. no ma linsent to na po yellin cut Gray at Jaint na black wire Sa mon				
rounter ato Po av na nga ngale na hindi ng Pa Mayulit is ans Pas-aadeane insersation to so ating Process na S.b-Adu				
7-205 10205 (12)				
REMARKS/ EVALUATION				
i-Alert Explanation Only Agency/FALP Written Explanation Only (based from handbook)				
Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)				
Len Spile	A	( pratit)	A. vergara	15
Signature of Employee  Date: 1 2 2	Jr.Staff Date: ○1 22 1 20	Staff Date: 1 2	Supervisor Date: 1 24 2000	Mànager Date: