



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 : 20_PK38872
NAME : Hagolino, Jerald Ablang *HA*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 25, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
<i>Written warning</i> <i>1 day suspension</i> <i>10/12/20</i>	
Line/Shift	4-5701 / B SSB/A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/26/2020 to name: Hagolino, Jerald Ablang

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 Sub assy

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
20_PK38872

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2007-1698

<u>R. Alegro</u> R. Alegro	<u>Schmuck</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Hagolino, Gerald Process: Sub-act
 Position: Associate Group/Shift: NS-B
 ID Number: 20-PK3872 Date/ Time: JULY 26, 2020 / 8:10
 Batch No.: 209 No. of Offense: 1st
 Car Model/Line: Suzuki X17 Main / 510 Superior Name: I. Rodriguez

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-CA-043

Details of Audit Findings: Not following SOP

Advance insertion in conn: ASZ/DCH-24F

WRITTEN EXPLANATION

AKO PO SI GERALD HAGOLINO AY KAHULI HA NAG AADVANCE INSERTION
SA KADAHILANAN PO NA HINDI KO AGAD NARINIG ANG TUNOG NG AKING
P.C. AT AGAD KO NAMAN PO NA IALERT ANG GANAP WIRE NA KULAY
VIOLAT. KASI PO MAHINA ANG TUNOG NG AKING P.C

AKO PO AY TITINGIN NA SA AKING P.C PARA HINDI NA
PO MAKAKA PAK ADVANCE INSERTION.

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>Hagolino</u> Employee Date: <u>08/14/20</u>	<u>M. Sanchez</u> Jr Staff Date: <u>08-14-20</u>	<u>P. Sanchez</u> Staff Date: <u>8/14/20</u>	<u>A. Umagay</u> Supervisor Date: <u>8/14/20</u>	<u>Quins</u> Manager Date: <u>8/14/20</u>
--	--	--	--	---