



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_PK29887
NAME : Umali, Nikko Andrey Valencia / *numali*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	2 days suspension
	3/11-12/21
	3/1-3/3
Line/Shift	SS104-A OK
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/11/2020 to name: Umali, Nikko Andrey Valencia

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:

Associate conduct mass pulling in sub assy 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK29887

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-2012-5769

☒ AGENCY

Please Specify: PKMT

For: <u>ayudat</u> <u>J. Furlan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Umali Nikko Andrey

Process: sub Assy

Position: Associate

Group/Shift: DS-A

ID Number: PPK29887

Date/ Time: Dec 11, 2020/09:01

Non-compliance Reference/Document

Batch No.: 251

No. of Offense: First offense

Control Number:

Car Model/Line: Suzuki x3J 9/04

Superior Name: n. sanches

FMP - 01-PRD - SA-101

Details of Audit Findings:

NOT following SOP
Associate conduct mass pulling in sub assy process. Conn. JOL-24F-CR color R/d B/

WRITTEN EXPLANATION

Ako po ay nag-audit ng i-alert sa kadahilanan ng
nagmamass pulling po ako. Hindi naman po keri ako nagmamass pulling
dahil po twisted wire po keri yun at hindi kano po it's
na paghiwalay dahil delay po ako at big product po keri
yun.

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>umali</u>	<u>M. SANCHEZ</u>	<u>K. De Castro</u>	<u>M. Tron</u>	<u>O. Vergara</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-26-21</u>	Date: <u>1/26/21</u>	Date: <u>1-27</u>	Date: <u>1-27</u>	Date: <u>2-18-2021</u>