



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_PK31398

NAME : Surio, Jerick Resurreccion *Jerick*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : July 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1 day Suspension
	July 28, 2020
Line/Shift:	0401 0724
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 06/11/2020 to name: Surio, Jerick Resurreccion

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 - Conduct advance insertion

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_PK31398

FURUKAWA - Production Operator

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

MEMORANDUM NO. HRADM

TO : 19_PK31398
NAME : Surio, Jerick Resurreccion *Jerick*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 14-Jul-20

This refers to the alleged offense(s) you have committed at 11-Jun-20 to name: Surio, Jerick Resurreccion

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

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK31398

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKMIS

Control No: FAIP-19-2006-1160

<u>M. Frangil</u>	<u>K. Hernandez</u> K. Hernandez / J. Reyes	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Curio Jenck
Position: Associate
ID Number: 19 PK31308
Batch No.: 257
Car Model/Line: Suzuki 701 / 3124

Process: Sub assy
Group/Shift: NS-1
Date/ Time: June 11, 2020
No. of Offense: 1st
Superior Name: G. Escalera / Esquivelera

Non-compliance Reference/Document
Control Number:

FAIP-19-PRD-CA-043

Details of Audit Findings:

Not following SOP
Advance insertion on comb. DSL-1F wire color: gr

WRITTEN EXPLANATION

I pag pa umanhin nyo po ang aking pag kaka audit
sa kadahitang naka pag advance insertion po ako hindi
ko lang po napansin na hindi gumana ang touch bar sa aking
pag ka touch ng wire

Gagawin ko nalang po ay titingin sa sa sub PC
upang malaman kung gumana ang touch bar upang
maiwasan ang pag kaka audit

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>Jenck</u> Employee Date: <u>07-03-2020</u>	<u>G. Escalera</u> Jr Staff Date: <u>07-03-2020</u>	<u>L. CAE</u> Staff Date: <u>7-6-2020</u>	<u>S. H. RIVERA</u> Supervisor Date: <u>7-6-2020</u>	<u>Escalera</u> Manager Date: <u>7/7/2020</u>
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