



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 : 18_PK24248
NAME : Fallarme, Leizl Malto *LM*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st - 1 day suspension</i> <i>11/6/2020</i>
Line/Shift	<i>Production</i>
ACKNOWLEDGE BY:	<i>KATHERINE O. CABRERA</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/11/2020 to name: Fallarme, Leizl Malto

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:

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:

LM
PKIMT Management

Conforme: *LM*
18_PK24248

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-W-2002-1093

<u>J. Macapol</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
----------------------------------	------------------------------------	------------------------------

Name: Fallarme
Position: Associate
ID Number: 16-PK24240
Batch No.: 212
Car Model/Line: SM1119 YDI / 5123

Process: SM11-1504
Group/Shift: DS-B
Date/ Time: Aug 11, 2020 / 2:50
No. of Offense: 1st
Superior Name: C. Pando

Non-compliance Reference/Document Control Number:

FALP-WI-BRD-SA-043

Details of Audit Findings: Not Following COP

Advance insertion on conn. GSG-TP-22F-GR wire color: R/L UCI

WRITTEN EXPLANATION

Ako po si LEILL FALLARME na na-audit ng i-alert ng
advance insertion.

Wala namam po sa isip ko ang pang-advance insertion
dahil halos araw-araw ay mini-meeting kami ng aming
Jr. STAFF tungkol sa SOP. Nangyari po iyon dahil hindi
kaagad nangtutuch yung isang drop wire na tinza-tuch ko
na kapag-insent na kaagad ako sa sunod na cavity. Pasensya
na po.

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>Int</u> Employed	<u>Int</u> Jr Staff	<u>Int</u> Staff	<u>Int</u> Supervisor	<u>Int</u> Manager
------------------------	------------------------	---------------------	--------------------------	-----------------------