



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Ph
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	NT - 1 DAY SUSPENSION
	Aug - 21, 2020 (Santiago)
Line/Shift	PU 2UK1 1729
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

MEMORANDUM NO. HRADM

TO : 20_PK38955

NAME : Santiago, Carlo Asugue / *Santiago*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 6-Jun-20 to name: Santiago, Carlo Asugue

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 :

Not Following SOP - Associate conduct mass pulling during re-sub due to encountered Dotsu NG on connector

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: *Santiago*
20_PK38955

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 : 20_PK38955
NAME : Santiago, Carlo Asugue — *Santiago*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 06/06/2020 to name: Santiago, Carlo Asugue

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

gh
PKIMT Management

Conforme: *Santiago*
20_PK38955

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP-IA-2006-1292

<i>M. Putado</i> M. Putado	<i>K. Hernandez</i> K. Hernandez	<i>G. Magadia</i> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Santiago, Carlo
Position: Associate
ID Number: 20PK38955
Batch No.: 300
Car Model/Line: Suzuki 401 / 5120

Process: Sub Assembly Process
Group/Shift: PS/B
Date/ Time: June 6, 2020 / 12:00
No. of Offense: 1st offense
Superior Name: R. Marasigan

Non-compliance Reference/Document
Control Number:

FALP-WII-PRD-SA-043

Sub Assembly Process

Details of Audit Findings:

Not following SOP. Associate conduct masspulling during re-sub due to encountered Dotsu NG on connector SS6 - TP-14m

WRITTEN EXPLANATION

Ako po si CARLO A. SANTIAGO NG 5120 AY NAG-MASSPULLING NDONG INULIT KU PU ISUB ANG HARNESS NA NAG-NG, PINAGSABAY-SABAY KO NA PONG HUAHIN PARA MADALI PU MATAPOS, WALA NA RIN PU KASI KAMING BAPER KAYO KU PU NAGAWA ANG MASSPULLING. Hindi ko na pu uulitin at susunod na pu ako sa SOP.

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).

<i>Santiago</i> Employee Date: <u>07-14-2020</u>	<i>R. Marasigan</i> Jr Staff Date: <u>7/13/20</u>	<i>1. H. H. H.</i> Staff Date: <u>7-21-2020</u>	<i>J. H. H.</i> Supervisor Date: <u>7-21-2020</u>	<i>G. Magadia</i> Manager Date: <u>7-23-20</u>
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Conforme: Santiago
20_PK38955

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