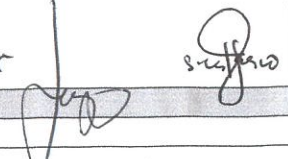




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd Offense 1 day suspension July 28, 2020
Line/Shift	D2105
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

**MEMORANDUM NO. HRADM**

TO : 19\_PK30340  
NAME : Catindig, Ralph Renz Pedida  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 3rd Offense  
DATE : July 4, 2020



This refers to the alleged offense(s) you have committed at 2/27/2020 to name: Catindig, Ralph Renz Pedida

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:**

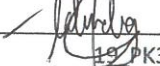
**Not Following SOP - Using other name on sub PC during process**

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:

  
PKIMT Management

Conforme:   
19\_PK30340

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 : 19\_PK30340  
NAME : Catindig, Ralph Renz Pedida  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 3rd Offense  
DATE : 3-Jul-20

This refers to the alleged offense(s) you have committed at

27-Feb-20

to name: Catindig, Ralph Renz Pedida

**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 - Using other name on sub PC during 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:

PKIMT Management

Conforme:

19\_PK30340

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2022-0729

☒ AGENCY

Please Specify: PLINT

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

Name: Calindig, Ralph Renz  
Position: Associate  
ID Number: 199636340  
Batch No.: 253  
Car Model/Line: Bohatsu old 2105

Process: Sub-Assembly Process  
Group/Shift: D5/B  
Date/ Time: February 27, 2020 / 06:40  
No. of Offense: 1st Offense  
Superior Name: H. Magsambal

Non-compliance Reference/Document  
Control Number:

## Details of Audit Findings:

Not following SOP - using other name on sub PC during process

## WRITTEN EXPLANATION

"not following S.O.P - using other name on sub PC during process"  
Hindi ko na po magsan iyan dahil na din po sa pagmamadali.  
Hindi po po mauulit.

## 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>[Signature]</u> Employee Date: <u>03/05/2020</u>	<u>[Signature]</u> Staff Date: <u>03/05/2020</u>	<u>[Signature]</u> Staff Date: <u>3/12/20</u>	<u>[Signature]</u> Supervisor Date: <u>3-12-20</u>	<u>[Signature]</u> Manager Date: <u>3/16/2020</u>
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