



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
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : August 10, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 3 days suspension 8/1-3/2020
Line/Shift	2nd 20 / n
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 07/08/2020 to name: Santiago, Carlo Asugue

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 in Sub assy

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]*
20_PK38955

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK38955
NAME : Santiago, Carlo Asugue
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 10-Aug-20

This refers to the alleged offense(s) you have committed at 8-Jul-20 to name: Santiago, Carlo Asugue

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY:

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: FAIP-1A-2007-1371

<u>R. Alegro</u> R. Alegro	<u>K. Hernandez</u> K. Hernandez	<u>PMN</u> T. Reyes
Audited By:	Checked by:	Noted By:

Name: Santiago Carlo
 Position: Associate
 ID Number: 20PK-38955
 Batch No.: 300
 Car Model/Line: Suzuki 701 J120

Process: Sub assy
 Group/Shift: NS/A
 Date/ Time: July 08, 2020 / 09:05
 No. of Offense: First offense
 Superior Name: R. Marasigan

Non-compliance Reference/Document
 Control Number:

FAIP-WI-PRO-SA-043

Details of Audit Findings: Not Following SOP
Advance insertion on connector SSG / TSN/IO -IRF BEI

WRITTEN EXPLANATION

AKO PU SI CARLO A. SANTIAGO AY NAG-ADVANCED SA CONNECTOR NA
 SSG-TSN-IRF SA KUNAY NA BEI- AKALA KO PU NA HILA NA NG KA-PARTNER
 KO ANG GI KAYA KO PU NA INSERT ANG BEI- HINDI PU KASI AKO NAKATINGIN SA
 PL TITINGIN NA PU AKO SA PL AT INTAYIN ANG AKING KAPARTNER MATAPOS:

3 days suspension

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>Santiago</u> Employee Date: <u>07-14-2020</u>	<u>R. Marasigan</u> Jr Staff Date: <u>7/13/2020</u>	<u>L. Hume</u> Staff Date: <u>7-21-2020</u>	<u>S. Humilla</u> Supervisor Date: <u>7-21-2020</u>	<u>G. Cordala</u> Manager Date: <u>7-23-20</u>
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