



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_PK30494
NAME : *Lascano*
Lascano, Eric Chavez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 7, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	For suspension
	10/16/20
	10/8/2020
Line/Shift	DOIL initial / A
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/7
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/10/2020 to name: Lascano, Eric Chavez

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 in Auto Crimping process (Associate conduct advance input on data of wire length even he did not yet measure actual length of Shikakari)

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

Conformer: *Lascano*
19_PK30494

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRIMT

Control No: FALP-1A-2009-3193

Name: Eric Lescano
Position: associate
ID Number: 194K304411
Batch No.: 034
Car Model/Line: Daimatsu 2011/ initial

Process: auto crimping
Group/Shift: NS-A
Date/ Time: Sept 10, 2020 / 6:00
No. of Offense: 1st
Superior Name: J. Sact

K. Hernandez
Checked by:

J. Reyes
Noted By:

Non-compliance Reference/Document
Control Number:

Details of Audit Findings: Not following SOP

associate conduct advanced input on data of wire length even he did not yet measured actual length of shikari

WRITTEN EXPLANATION

Nag-advance input po ako ng data ng wire length kari medyo
matagal pang magprint ng kanban ng mga oras na iyon, pero sinukat ko
naman po agad ang nilabas kong shikari, nang nakapag-input po ako
ng data. Nagkamali lang po ako sa flow ng process ko na dapat po
ay mag-sinukat muna ng wire length bago po mag-input ng data.

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>E. Lescano</u> Employee Date: <u>20/09/15</u>	<u>J. Sact</u> Jr Staff Date: <u>01/15</u>	<u>R/Pita</u> Staff Date: <u>01/15</u>	<u>Atty. Aragon</u> Supervisor Date: <u>9/18/2020</u>	<u>Steno</u> Manager Date: <u>9/21/2020</u>
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