



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_PK30761
Laylo, Nel John Paul Satira *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : October 10, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd offense 5 days suspension Oct 17-23, 2019
Line	H 3125 - A
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/12
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/20/2019 to name: Laylo, Nel John Paul Satira

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 5

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 -Unauthorized person doing the 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*

19_PK30761

ID NO	NAME	Date committed	O.V.#	DISCRIPTION	Penalty
19_PK30761	Laylo, Nel John Paul Satira	5/4/2019	48	Not follow SOP (No pen mark on wire harness	Written Warning
19_PK30761	Laylo, Nel John Paul Satira	8/20/2019	48	Not following SOP - Unauthorized person doing the process	NTS



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MEMORANDUM NO. HRADM

TO : 19_PK30761
Laylo, Nel John Paul Satira *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 10, 2019

This refers to the alleged offense(s) you have committed at 8/20/2019 to name: Laylo, Nel John Paul Satira

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 5

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 -Unauthorized person doing the process

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NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK30761

FURUKAWA, Production Operator
(Please attach your written explanation upon returning of this letter)



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TALP-1A-1908-899

☐ AGENCY

Please Specify: PKIMT

 R. TIEMSEM	 G. Magadia
Audited By:	Noted By:

Name: Laylo, Neil John Paul
Position: Associate
ID Number: 19PK30761
Batch No.: NS/A
Car Model/Line: HONDA TKRA13125

Process: DIMENSION
Group/Shift: NS 1A
Date/ Time: AUGUST 20, 2019/2:15
No. of Offense: 1ST OFFENSE
Superior Name: R. GALLUPPO / M. CATIGBAK

Audit Findings: UN-AUTHORIZED PERSON DOING THE PROCESS


Details:

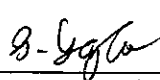
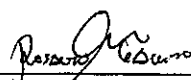
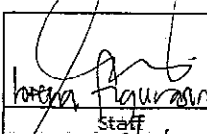

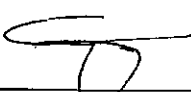
CONDUCT ATTACHMENT OF CLAMP EVEN NOT AUTHORIZED IN THE PROCESS

WRITTEN EXPLANATION

Pasensya na po sa pag ka-clamp ko, kahit hindi po ako certified. Nagawa ko po iyon sapagkat, gusto ko lamang pong tulungan ang aking linya na mabawasan ang delay at maka target. Manganaka po akong hindi na ulit sa aking pagkakamaling nagawa. Maraming salamat po sa pang-uukap.

Remarks/ Evaluation:

Issue Penalty 

 Signature of Employee Date: <u>09/24/19</u>	 Jr Staff Date: _____	 Staff Date: <u>9/24</u>	 A. Vergara Supervisor Date: <u>9/25</u>	 Manager Date: _____
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received from manila
10/10/19