



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_PK39690
NAME : Oseña, Dennis Mar Morillo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : August 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day Suspension 9/29/20 R- Batangas 9/18	
Line/Shift	D2105 / K
ACKNOWLEDGE BY:	
MANAGER	6-7/8/20
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 06/25/2020 to name: Oseña, Dennis Mar Morillo

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:

PKIMT Management

Conforme:

20_PK39690

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_PK39690

NAME : Oseña, Dennis Mar Morillo

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 10-Aug-20

This refers to the alleged offense(s) you have committed at 25-Jun-20 to name: Oseña, Dennis Mar Morillo

Violation Offense : 5

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:

PKIMT Management

Conforme:

20_PK39690

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-1A-2000-1157 N ¹²³⁹

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

Name: Drena, Dennis mar
 Position: Associate
 ID Number: 19 1131724
 Batch No.: 304
 Car Model/Line: Daimatsu nerge / 2105

Process: Sub-ASBY
 Group/Shift: NS-A
 Date/ Time: June 25 2020 / 09:45
 No. of Offense: 1st offense
 Superior Name: A. Estolano

Non-compliance Reference/Document

Control Number:

FALP - WI - PRD - CA - 043

SUB-ASSEMBLY PROCESS

Details of Audit Findings:

NOT FOLLOWING SOP
Conduct Advanced insertion on con. DSL-2FB and con. DSL-SF-B wires: RI, BL, RI, LIL, VI.

WRITTEN EXPLANATION

Pasensya na po bago lang po ako, di na po namulat
delay lang po pong araw na gumagana ng nagmamay nang hindi standard.
magmamaling bal sa akin humingi ng panuntarin at ito po ay
hindi pasensya na po!!!

1 day 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>[Signature]</u> Employee Date: <u>7-14-2020</u>	<u>[Signature]</u> Staff Date: <u>7-14-2020</u>	<u>[Signature]</u> Staff Date: <u>7-15-2020</u>	<u>[Signature]</u> Supervisor Date: <u>7-15-2020</u>	<u>[Signature]</u> Manager Date: <u>7-15-2020</u>
--	---	---	--	---