



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_PK34217
NAME : Talagtag, Medelyn Molina
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 22, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension Aug. 13, 2020	
Line/Shift	PS710
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 06/24/2020 to name: Talagtag, Medelyn Molina

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 (Unauthorized repair)

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_PK34217

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_PK34217

NAME : Talagtag, Medelyn Molina

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 22-Jul-20

This refers to the alleged offense(s) you have committed at 24-Jun-20 to name: Talagtag, Medelyn Molina

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

19_PK34217

FURUKAWA - Production Operator

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

FALP WRITTEN EXPLANATION

Control No: FALP-1A-2006,1241

☐ FAS

☐ AGENCY

Please Specify: PKIMT

Name: Talagtag, Medelyn
 Position: Associate
 ID Number: 191634217
 Batch No.: 269
 Car Model/Line: SUZUKI YU7 main/510

Process: Dimension Process
 Group/Shift: NS/B
 Date/ Time: June 24, 2020 11:45
 No. of Offense: 1st offense
 Superior Name: in Napa / R. Sarmiento

for <u>RS</u> R. Cabatana Audited By:	<u>Schmander</u> K. Hernandez-J. Reyes Checked by:	<u>G. Magadia</u> G. Magadia Noted By:
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Non-compliance Reference/Document Control Number:

HR6A-2019-04-14
Penalty for major non-compliance

Details of Audit Findings:

un-authorized / Hidden Repair
conduct rotating of clamp on dimension inspection due to encountered minimum dimension

WRITTEN EXPLANATION

Ako po si Medelyn Talagtag dimension inspection ng line 510. Habang ako ay nagdimension ay napansin po ako ng Talent na niramit ang clamp habang minimum ang dimension sa kadehilanang inayos ka lang po ang layout ng harness dahil namilit po ang branch kung kaya niramit ko po ang clamp at para ma check ko na rin po ang clamp kung loose o hindi, at dahil naku minimum dimension nahula ko po sa ng bahagya.

Sa sasabod na make encounter po ako ng abnormality ay talagang ko na po ang atensyon ng Staff or Junior Staff. Ipagpamamahin nyo po ang ating nagawa hangad ko po ang inyong malawak na pagpapasa.

Maraming Salamat po.

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>M. Talagtag</u> Employee Date: <u>07-01-20</u>	<u>J. Mathbag</u> Jr Staff Date: <u>07-01-20</u>	<u>R. Sarmiento</u> Staff Date: <u>6-30-20</u>	<u>M. Poma</u> Supervisor Date: <u>7/1/2020</u>	<u>K. Magadia</u> Manager Date: <u>7/3/2020</u>
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