



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\_PK34913  
NAME : Acedera, Realyn Evangelista ✓  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 26, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 2 days Suspension 3/25-26/2020
Line	DAIITATOU 2117 - NS
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/15/2020 to name: Acedera, Realyn Evangelista

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:

**Improvised Extracting Tool**

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\_PK34913

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\_PK34913  
NAME : Acedera, Realyn Evangelista *Realyn*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 19-Feb-20

This refers to the alleged offense(s) you have committed at 15-Feb-20 to name: Acedera, Realyn Evangelista

Violation Offense | V

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

*Realyn*  
PKIMT Management

Conforme: *Realyn E. Acedera*  
19\_PK34913

FURUKAWA - Production Operator

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



Date: February 15, 2020

From: Gold Adriano and Pau Agojo – NS Compliance Coordinators

Person Informed:

Time: 11:48 PM

Place: Daihatsu line 2117

Subject: Improvised Extracting Tool-Daihatsu line 2117

Dear Sir/Madam,

Good Day.

This is to inform regarding improvised tool (pointed metal wrapped with tesa tape) found in associate's e-bag. This was found at around 11:48 PM during patrolling at Daihatsu line 2117 placed in sub hanger wire catcher. Take along the e-bag and showed the actual item to in-charge Staff Ms. Belinda Cuenca and Gina Bagui-junior staff and advised to look for the owner of the said e-bag.

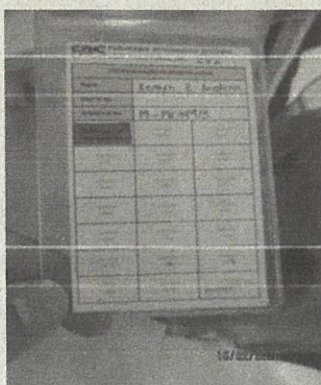
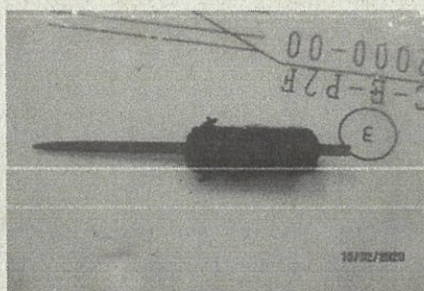
E-bag with improvised tool was used by Ms. Acedera, Realyn-PKIMT, associate assigned in layout process.

Advised staff Ms. Belinda Cuenca to check and further investigate this improvised tool which use for extracting or other illegal repair activity. Also coordinated to I-alert group thru staff Ms. Rossana Tabogon and as well endorsed to her the actual improvised tool found for further investigation.

For your information and immediate action.

### Images:

Note: Actual improvised tool was endorse to Ms. Rossana Tabogon- Ialert Staff





OFFENSE: \_\_\_\_\_

DATE: 02/25/20

## WRITTEN EXPLANATION:

Ako po si Rethin Andara ay nakita ng compliance ng prohibited tools at things. Bando po kaniyan  
 katatapos nang po ng insuring meeting midyo nalapit ko sa penurahan ng may nakita po ako  
 sulot na papel pulay area hindi ko po nararaman na may nakalagay ng sulot na papel.  
 Kasi po nakapulot po ako ng gloves, nagstart nadin po ang conversation unihot ay first lay-out po  
 ako sa process kaya nagproceed na po ako sa process ko. Iyon po napulot ko bawura ay kinulot  
 at ilagay ko na po sa E-bag ko. Hindi ko naman po alam na may nakalagay na gamit ang intensyon  
 ko lang po ay pulutin ang basura. Lay-out po ng process ko sa line po naman ang lay-out process  
 po ay aalangin insertion. Hindi ko po naman talaga ipapahamak ang sarili ko kung may gamit bagay sa E-bag  
 ko. Kasi po ang E-bag naman ay transparent kita lahat pong laman sa loob. Sobrang obvious naman  
 po. During process din po kadulot ko po sa E-bag gamit nakalagay ako po ng stopper at nakihang  
 name plate na naglalaw po ng mga lawa sa loob ng E-bag ko. Kung intensyon ko po gamit pan  
 fit at end of shift po ako  
 kasidukot lang po ako ng 565 ng E-bag ko. Hindi ko po nakikita ang laman ng E-bag ko  
 sa under ko pangad sa E-bag ko. Kung dam ko lang po naman gamit sa E-bag ko  
 magtatag kang sumasunog ng alam ko kasi po hindi ko na po napansin. Hindi po ako  
 dalawa atong gawad na nakukuhay. Na itakatang pagl ko sa trabaho. Kasi po may  
 Countermeasure: Ibiguraduhin ko na po na lagi malinis  
 ang laman ng E-bag ko at hindi ko na hahayaan  
 na iwan at ilagay lang saan-saan. Gobleks po

Signature over Printed Name / Line