




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_PK40267
NAME : De Tobio, Marlon Martinez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

| PKIMT ACKNOWLEDGEMENT FORM | |
|----------------------------|--|
| COMMENTS/ ASSESMENT | |
| No. Offense: | 1st offence 10/8/20 10/10/20 |
| Line/Shift | Honda Hkfa - 3126/13 |
| ACKNOWLEDGE BY: |  |
| MANAGER | Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 8/26/2020 to name: De Tobio, Marlon Martinez

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:

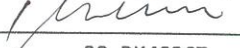
Not following SOP in Sub assy (Conduct advance insertion on Connector)

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_PK40267

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FMP-1A-2008-2109

| | | |
|---------------------------------|------------------------------------|------------------------------|
| <u>R. Alegro</u> Audited By: | <u>K. Hernandez</u> Checked by: | <u>J. Reyes</u> Noted By: |
|---------------------------------|------------------------------------|------------------------------|

Name: De Tobio Marlon
Position: Associate
ID Number: 20PK40267
Batch No.: 319
Car Model/Line: Honda TRRA 3125

Process: Sub Assy
Group/Shift: NS-B
Date/ Time: AUG 26 2020 / 7:56
No. of Offense: 1ST OFFENSE
Superior Name: P. Castillo

Non-compliance Reference/Document Control Number:

FMP-WI-PRD-SA-043

Details of Audit Findings: Not Following SOP

Associate conduct advance insertion on con. PB-A-2FT color B/ con. HSE/YSN4-28FG color B/
con. USN-3F-CR/ color w/

WRITTEN EXPLANATION

SIKO PO SI MARLON DE TOBIO LINE 3126 AUGUST 26 2020 ADVANCE INSERTION
NASA 3125 AFO BILANG SUPPORT NAGTATAG NG MALAYO NA ANU DELAY NG SUB/ASSY NA
NAPWESTIHAN KO SA PAUMAMADALI KO PO HINDI KO NAPANSIN ANU PC KO NA
TUMUKIL NA AKALA KO PO AY NAKILA KONA UNO INSERT KO AT INSERTAN
KO ULIT. KAPOG HINILA KO ULIT AY MAU-NANDON AT MAU E NG LAKANG MADEDELAY
KAYA ITINUKOY KO NA UNO LAST WIRE. PASSENSYA NA PO HINDI KONA NULITIN.

CM: TITUNAN MABUTI ANU PC PARA HINDI NA MAU ADVANCE INSERTION.

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>Intervin</u> Employee Date: <u>09-07-20</u> | <u>Annex</u> Jr. Staff Date: <u>9-7-20</u> | <u>Lorena Equino</u> Staff Date: <u>9/7/20</u> | <u>2. Reyes</u> Supervisor Date: <u>9/15/20</u> | <u>[Signature]</u> Manager Date: _____ |
|--|--|--|---|--|