



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_PK34834
NAME : Alcantara, Chriszhel Cantos
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
3 days suspension 1/4-6/21	
Line/Shift	SS27-VB
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/8/2020 to name: Alcantara, Chriszhel Cantos

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 appearance - Associate did not fill up final assembly process minor repair record when enc. Insufficient taping

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_PK34834

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PK/MT

Control No: FALP-IA-2010-444

<u>M. Malabanan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Alcantara, Chischel
 Position: Associate
 ID Number: 19PK21834
 Batch No.: 272
 Car Model/Line: Suzuki Y2R / 5127

Process: Appearance
 Group/Shift: DS/B
 Date/ Time: Oct. 8, 2020 / 9:45
 No. of Offense: _____
 Superior Name: A. Gutierrez

Non-compliance Reference/Document Control Number:

FALP-WI-FRD-18-007

Details of Audit Findings:

Not following Minor / Special repair rule
Associate did not fill up final Assembly Process Minor repair record when encountered insufficient taping

WRITTEN EXPLANATION

UBOR NA PO PRIG MINOR NON, NAKALAMUTAN KO HUMINGI KASI NAGALICA UNAN
KLING NAKAPORAYAN. SIMULAT KO NAMAN NA CRATCH YUNG SPECIAL AT LOT NO. MYAN
LAHIN TANGI PITA -

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>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>11/11/20</u>	Date: <u>11/14/20</u>	Date: <u>11/14/20</u>	Date: <u>11-21-2020</u>	Date: <u>11/24</u>