



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_PK38427
NAME : Escueta, Renz Azusada
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 22, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day suspension Aug. 11, 2020	
Line/Shift	557/14
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
NSA	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 06/03/2020 to name: Escueta, Renz Azusada

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:

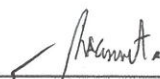
Not following SOP (Associate conduct manual insertion)

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_PK38427

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_PK38427

NAME : Escueta, Renz Azusada 

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 3-Jun-20 to name: Escueta, Renz Azusada

Violation Offense] 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 (Associate conduct manual insertion)

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_PK38427

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-IA-2006-1135

<u>M. Amurillo</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
-----------------------------------	------------------------------------	--------------------------------

Name: Escueta Renz
Position: Associate
ID Number: DDPK38427
Batch No.: 297
Car Model/Line: Suzuki 5704

Process: Sub assy
Group/Shift: DS/A
Date/ Time: June 03, 2020/11:45
No. of Offense: First offense
Superior Name: K. Ariza

Non-compliance Reference/Document Control Number:
FALP-WI-PRO-SA-043
Sub Assembly process

Details of Audit Findings: Not following DP - Associate conduct manual insertion on connector STU-SBN-4F-B wire color P/LBI

WRITTEN EXPLANATION

Ako po si Renz A. Escueta ay nahuli sa nagmamamahal. Delay na delay na po kase ako ruma mag-asas na yun Support lang po kase ako sa line wala po kasing man power sa sub na ipin-ila sa tingin ko po ay nas mapapatali ako at nakakabuffer sa ginawa ko. Bago naman po ako nagmamahal ay tumitingin muna ako sa sub drawing para masigurado ko pang tama ang aking insert at diro double check ko po ang aking gawa pagkathapos kong mag insert.

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>R. Amurillo</u> Employee Date: <u>07-01-20</u>	<u>K. Ariza</u> Jr Staff Date: <u>07-01-2020</u>	<u>K. Sompang</u> Staff Date: <u>07-01-2020</u>	<u>C. Carrales</u> Supervisor Date: <u>7-02-2020</u>	<u>V. R. Lopez</u> Manager Date: <u>8/04/20</u>
---	--	---	--	---