



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\_PK30758  
*[Signature]*  
Vargas, Jose Landicho ✓

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/10/2019

|                                   |  |                         |  |
|-----------------------------------|--|-------------------------|--|
| PKIMT                             |  | ACKNOWLEDGEMENT FORM    |  |
| COMMENTS/ ASSESMENT               |  |                         |  |
| No. Offense: 1st                  |  |                         |  |
| Sept 23, 2019                     |  |                         |  |
| Line 57103 -B                     |  |                         |  |
| ACKNOWLEDGE BY:                   |  |                         |  |
| MANAGER                           |  | <i>[Signature]</i> 9-13 |  |
| Signature Over Printed name/ Date |  |                         |  |

This refers to the alleged offense(s) you have committed at 9/1/2019 to name: Vargas, Jose Landicho

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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- Conduct mass pulling**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:**

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
19\_PK30758

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1050

☒ AGENCY

Please Specify: PRIMIT

|                   |                   |
|-------------------|-------------------|
| <u>J. Magapol</u> | <u>G. Magadia</u> |
| Audited By:       | Noted By:         |

Name: Vargas Jose  
 Position: Associate  
 ID Number: 19PK30758  
 Batch No.: 255  
 Car Model/Line: Subaru 7103

Process: Sub-assy Process  
 Group/Shift: DS/B  
 Date/ Time: Sept. 01 2019 / 10:35  
 No. of Offense: 1st Offense  
 Superior Name: A. Aquino

Audit Findings: Not following INSERT/PULL method.  
 Details:

Conduct mass pulling on connector SSE-50-10F.

## WRITTEN EXPLANATION

ako po si Jose L. Vargas ay nag mass pulling noon Sept. 01 2019 / 10:35 sa kadahilanan loko po sa downfire at wala po koring buffer at moduro muling po ako dahil first time po pang mag support sa line ng 7103.

ako po ay pangatapos na di na muling mag mass pulling.

## Remarks/ Evaluation:

Written Issue Penalty

|  |  |   |   |  |
|--|--|---|---|--|
| <u>J. Vargas</u><br>Signature of Employee<br>Date: <u>09-04-19</u> | <u>J. L. Vargas</u><br>Jr Staff<br>Date: <u>9/4/19</u> | <u>J. L. Vargas</u><br>Staff<br>Date: <u>9/4/19</u> | <u>J. L. Vargas</u><br>Supervisor<br>Date: <u>9/5</u> | <u>H. Magadia</u><br>Manager<br>Date: <u>9/5</u> |
|--|--|---|---|--|

Jm 9/10