



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\_PK34483  
NAME : *Apaya, Erecka Sulit*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : October 13, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	
<i>1st - 1 day suspension</i>	
<i>11/11/2020</i>	
<i>HONDA TRUCK INITIATE</i>	
<i>[Signature]</i>	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/17/2020 to name: Apaya, Erecka Sulit

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 did not conduct measuring of length on pinch of wire of first product per kanban combination**

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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK34483

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK34483  
NAME : *Apaya* Erecka Sulit  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 12-Oct-20

This refers to the alleged offense(s) you have committed at 17-Sep-20 to name: Apaya, Erecka Sulit

**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 did not conduct measuring of length on pinch of wire of first product per kanban combination**

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:

*Isleus*  
PKIMT Management

Conforme: *Apaya*

19\_PK34483

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKIM

Control No: FALP-1A-2009-3605

<u>M. Muriel</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Erica Apaya  
 Position: associate  
 ID Number: 1A1504483  
 Batch No.: 220  
 Car Model/Line: Honda KRA/initial

Process: Twisting Process  
 Group/Shift: NC-B  
 Date/ Time: Sept 11, 2020 / 9:21  
 No. of Offense: 1st  
 Superior Name: G. Awar

Non-compliance Reference/Document  
 Control Number:

## Details of Audit Findings:

Not following SOP  
employee did not conduct measuring of length on pinch of wire of first product per kanban combination

## WRITTEN EXPLANATION

Ako po si Erica Apaya na humihingi na paumanhin sa hindi pag-comhod sa S.O.P  
sa kadahilanan po na prio yung ginagawa ko at naghihintay po yung letter  
gawa ngil na po ang final. Pang time na natuli po ako ng I-Alert yun lang po yung  
time na hindi ako nag-cukat pero yung the rest po shukat ko po.  
Pasensya na po sa buhod po ay reshod na po ako sa S.O.P kahit na  
nagmamadali.

## 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> Employee Date: <u>9/19/20</u>	<u>[Signature]</u> Jr Staff Date: <u>09/14/20</u>	<u>M. S. [Signature]</u> Staff Date: <u>09/21/20</u>	<u>[Signature]</u> Supervisor Date: <u>09/25/2020</u>	<u>[Signature]</u> Manager Date: _____
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