




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 PK37876
NAME : Andos, Ranellyn Obguia
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st offense
	10/6/20
Line/Shift	Honda Hkra- 3125/16
ACKNOWLEDGE BY:	
MANAGER	Signature over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/2/2020 to name: Andos, Ranellyn Obguia

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 Dimension process (Rotating clamp due to wrong view)

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 PK37876

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIP-1P-2009-2195

<i>FW</i> I. C. Chatañi	<i>Chenandez</i> K. Hernandez	<i>J. Reyes</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Andres, Ranelyn
Position: Associate
ID Number: 20PL37876
Batch No.: 294
Car Model/Line: Honda / 3125

Process: dimension
Group/Shift: DS/13
Date/ Time: September 02, 2020/10:15
No. of Offense: 1st offense
Superior Name: P. Castillo

Non-compliance Reference/Document
Control Number:

FAIP-NI-RED-1P-044

Details of Audit Findings:

Un-authorized/Hidden Repair - dimension associate caught rotating of
clamp due to wrong view on dimension

WRITTEN EXPLANATION

Parengsya na po hindi ko po sinasagayang ikutin ang clamp sa karamihan
po pang Ayusin ang view. Na encounter ko po kasi na mali ang view ng clamp.
Parengsya na po ulit.

Sa susunod po ay natanggap na po at nagtataguyod nalong po ng Staff or Jr. Staff
at mag feedback sa kagawa para maging mas maayos na ang gawin.

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).

<i>Chenandez</i> Employee Date: <u>9/4/20</u>	<i>FW</i> Jr Staff Date: <u>9/4/20</u>	<i>Chenandez</i> Staff Date: <u>9/4/20</u>	<i>Chenandez</i> Supervisor Date: <u>9/4/20</u>	<i>Chenandez</i> Manager Date: <u>9/4/20</u>
---	--	--	---	--