



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

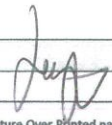
TO : 18_PK22674
De Castro, Roy Mandigma

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 9/18/2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: 2nd - 2 days suspension OCT. 17-18, 2019	
Line DOLL 2111	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/16/2019 to name: De Castro, Roy Mandigma

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:


Un-authorized person doing the process

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:


PKIMT Management

Conforme: 
18_PK22674

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 : 18_PK22674
De Castro, Roy Mandigma

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 2nd offense

DATE : 17-Sep-19

This refers to the alleged offense(s) you have committed at 16-Sep-19 to name: De Castro, Roy Mandigma

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Un-authorized person doing the process

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: 
18_PK22674

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: September 16, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
13	9/16 NS	Daihatsu line 2111			Un-authorized person doing the process caught doing taping but he is only certified in AB and sub assy	NG	Informed junior staff and remind to follow work assigned	SCP	De Castro Roy - PKMT 	Lady Pastoral	Daihatsu	Sir Marlon	For Monitoring



OFFENSE: Not following SOP

DATE: _____

WRITTEN EXPLANATION:

Ako po si Roy de Castro ng PKIMT ay na ~~(nag amon)~~ audit ko-gabe sa nag bubukumi si 2111 kahit hindi po cerhifade kaya po ako naka pag bukumi dahil po nag try lang po ako ng isa dahil po gusto ko lang po maka tulong si line namin dahil po mararami pong ginagawa ang aming line leader eh ang line leader lang po namin ang pedeng mag bukumi kaya po magawa un hindi dapat gawin dahil po pa uli uli na po ang leader namin dahil marami lang pong ginagawa tapos po tina tawag ko pa po pag wala nang bukumi ~~gas~~ gusto ko lang po sanang maka tulong sa kanya kahit wala po akong budge.

COUNTERMEASURE:

Ang gagawin ko sa sunod ay hindi na po ulitin at susunod na po sa SOP at hindi na rin po ma kiki alam sa kahit na ano pang process na walang badger un lang po ako po ay humihingi ng pa umanhin sa ating na gawang kasa lanan.

ROY DE CASTRO

Signature over Printed Name

2016 2111

Car Model / Line