



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_PK20797

NAME Antorpia, Amalia Cabral *Antorpia*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st - 1 DAY (SUSPENSION)</i>
	<i>4/13/2021</i>
	<i>Antorpia</i>
	<i>PKIMT MGT</i>
MANAGER	<i>V. P. X. S.</i>

This refers to the alleged offense(s) you have committed at **1/9/2021** to name: **Antorpia, Amalia Cabral**

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:

Unauthorized Repair / Hidden Repair - Repairing peel off taping using steel ruler in Appearance proces

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:

Antorpia
PKIMT Management

Conforme: *Antorpia*

18_PK20797

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2101-103

☒ AGENCY

Please Specify: PKMT

<u>J. Maldonado</u>	<u>S. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Antorpio Amalia

Process: Appearance

Position: Associate

Group/Shift: PC-A

ID Number: 18PK20797

Date/ Time: Jan. 09 2021 / 04:50

Non-compliance Reference/Document

Batch No.: 200

No. of Offense: First offense

Control Number:

Car Model/Line: Cuzuki 401 / 5116

Superior Name: R. Gamboa

FAIP-W1-PRD-IP-007

Details of Audit Findings: Un-authorized Repair / Hidden Repair

Repairing peel off taping using steel ruler in appearance process. sequence 2

WRITTEN EXPLANATION

Mko po si Amalia Antorpio naaudit ng I-alert gawa ng gumamit sa akong d steel rule sa mag-anay ng peel off taping. Hangoon po kase ng peel off yang portion to na (aging) nagamit na po ng dalawang component. Hangoon po ako naan ng repair kaso wala naman pang Expert at Jr. Staff akong nakita sa line namin eh tambak na po kami nang time na yun ka ya ako na lang po ang gumawa ng paruan. Hindi po tayo kanya yang talini to sa para napaghiwalay yang dalawang portion kaya gumamit na po ako ng steel rule na stabilan kaya ako nakita ng I-alert.

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>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Supervisor	Manager
Date: <u>02/24/2021</u>	Date: <u>2-24-2021</u>	Date: <u>2/24/2021</u>	Date: <u>2/24/21</u>