



ENCODE - OK

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_PK30486
Austero, Jhon Mark Fabular *(Signature)*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9/19/2019

| PKIMT ACKNOWLEDGEMENT FORM | |
|----------------------------|---|
| COMMENTS/ ASSESSMENT | |
| No. Offense: | 1st 1 day Suspension Oct 16, 2019 |
| Line | 11-129/A |
| ACKNOWLEDGE BY: | |
| MANAGER | <i>(Signature)</i> Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 9/25/2019 to name: Austero, Jhon Mark Fabular

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 stop-call-wait

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 PK30486

FURUKAWA - Production Operator

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

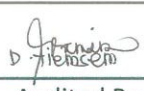

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FLP-1A-1909-1299

☒ AGENCY

Please Specify: PKINT

| | |
|---|---|
|  |  |
| Audited By: | Noted By: |

Name: Alstero, Thon mark
 Position: Associate
 ID Number: 190920486
 Batch No.: 254
 Car Model/Line: honda/3120

Process: option
 Group/Shift: Dsla
 Date/ Time: Sept 19, 2019 2:25
 No. of Offense: 1st
 Superior Name: B. Katigbak

Audit Findings: Not following Stop-call-wait when encountered defect and worn out gloves
 Details: associate cut the bandtie using bandgun in option process due to encountered wrong orientation of bandtie

WRITTEN EXPLANATION


ako po si Thon Mark F. Alstero ay humihingi ng help sa na gawa ko po karalaran dahil po na wrong attached po ako ng kinakabit na bandtie sa R-box ng option taping dahil po dun tinangka ko po ito putulin gamit po ang bandgun...


Hindi kuna po ulit naitin ang aking po na gawa na pag takomali na sumunod po na maka incounter po ako ng ganung pang yayan ay tatawagin kuna po ang aking Jr. staff and staff at sumunod na po ako sa binang procedure ng stop call and wait pamilya na po talaga na nagawa ko po...

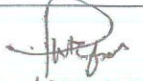
Remarks/ Evaluation:

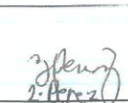
Issue Penalty


9/20/19


 Signature of Employee
 Date: 19-09-20


 JOHN LEARY TALAG
 Jr Staff
 Date: 19-09-20


 B. KATIGBAK
 Staff
 Date: 9/21/19


 B. PEREZ
 Supervisor
 Date: 9/21/19


 Manager
 Date: _____