



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\_PK41153  
**NAME** : Mabuti, Regine Castañeda *fur*  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	<i>Written 1 day suspension</i>
	<i>3/2/21</i>
Line/Shift	<i>5/11 - B</i>
ACKNOWLEDGE BY:	
MANAGER	<i>Hb 2/17</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **12/21/2020** to name: **Mabuti, Regine Castañeda**

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**

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:

*fur*  
PKIMT Management

Conforme: *fur*  
20\_PK41153

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2012-5190

☒ AGENCY

Please Specify: PKINT

<u>J. Macapal</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Mabuti, Regine

Process: Dimension

Position: Associate

Group/Shift: NS-B

ID Number: 20PK41153

Date/ Time: Dec. 20, 2020 / 09:10

Non-compliance Reference/Document

Batch No.: 217

No. of Offense: First offense

Control Number:

Car Model/Line: Suzuki 101 / 511

Superior Name: R. Medrano

FAIP-WI PRO-1P-044

## Details of Audit Findings:

un-authorized repair / hidden repair

Associate conduct removing of tape due to encountered peel off taping on clamp on-532-B in Dimension Process.

## WRITTEN EXPLANATION

peel off ang tape mayas ko po kaya malis po po. Tabis po  
kasi Sadya na pang maka peel off at wala na pang likit

## 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>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02/01/21</u>	Date: <u>02/01/21</u>	Date: <u>02-01-21</u>	Date: <u>02-01-21</u>	Date: <u>2/3/21</u>