

MEMORANDUM NO. HRADM

TO : 19_PK29163
Ampoloquio, Jay Ann Datahan

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 6, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense:	15	2 day suspension August 20-21, 2019	
Line	NLE102-A		
Jr. Staff			
Staff	M. Pino		
ACKNOWLEDGE BY:			
MANAGER			
		Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/12/2019 to name: De Vera, Joshua Victor Montalbo

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 SOP (Advance insertion)

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:

19_PK29163

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 : 19_PK29163
Ampoloquio, Jay Ann Datahan
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE August 6, 2019

This refers to the alleged offense(s) you have committed at 7/12/2019 to name: De Vera, Joshua Victor Montalbo

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 SOP (Advance insertion)

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:

19_PK29163

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1907-535

☒

AGENCY

Please Specify: PKINT

<u>Just</u> <u>L. De Castro</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Ampolaguir, Jay Ann
Position: Associate
ID Number: 19-PK291123
Batch No.: 248
Car Model/Line: Nissan 16102

Process: Sala Ariz
Group/Shift: A
Date/Time: 07-17-19 / 02:40 AM
No. of Offense: 1st Offense
Superior Name: A. Dino

Audit Findings: Non-Compliance on Insert - Pull Method

Details:

Adverse Insertion

TRH - SB - DUF - GR YI OI

TRH - SB - SPACPA - GR WP

WRITTEN EXPLANATION

Ako po si Jay Ann Ampolaguir ay na audit ng i-alert sa ginawa ko pong advanced insertion sa kadalindang delay na delay po ako sinusiguro ko naman po na waring ng yang ginawa ko dahil naka subit naman po tun at tama naman po ang insertion ko. Garito po kasi tun nang insert ko po tung white black finish ko naman po akala ko po okay na. Kaya po kumuha po ako ng ratchet na wire na OI tapos insert ko po pero paghila ko po hindi nag okay gawa ng hindi pa po patatag okay ang hingit kong wire at insert ko na din po ang yellow para po mapadali o mapabilis ang ginawa ko para po makahabol ako sa conveyor. Sa pagkakatamang ko pong hini aarhan nyo pong hindi pa po maavailit at susundin ko na po ang standard operation procedure at ang insert pull method. Salamat po!

Remarks/ Evaluation:

- Warning only

Issue Penalty 100

<u>Jay Ann Ampolaguir</u>
Signature of Employee Date: <u>7/17/19</u>

<u>Mahong</u> <u>ARIENZA</u>
Jr Staff Date: <u>7/17/19</u>

<u>E. Dimas</u>
Staff Date: <u>7/17/19</u>

<u>V. Alcantara</u>
Supervisor Date: <u>7/17/19</u>

<u>G. Magadia</u>
Manager Date: <u>7/19</u>