



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_PK32004
NAME : *Ademans*
Demano, Arlene Alvarez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st for suspension 10/27/20
Line/Shift	D-2/22/A
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/9
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/10/2020 to name: Demano, Arlene Alvarez

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:

Not following SOP in sub assy (Associate continue insertion of Terminal on connector even sub pc machine enc. Dotsu

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:

[Signature]
PKIMT Management

Conforme: *Ademans*
19_PK32004

FURUKAWA - Production Operator

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

FALP WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

 Please Specify: PRINT

 Control No: FALP 1A-2009-918

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

Name: Artene, Alvarez Process: Sub assy
 Position: associate Group/Shift: NS-A
 ID Number: 197K32004 Date/ Time: Sept 10, 2020 / 11:55
 Batch No.: 201 No. of Offense: 1st
 Car Model/Line: Daihatsu 0011/2122 Superior Name: I. Fakul

Non-compliance Reference/Document Control Number:

Details of Audit Findings: Not following SOP

associate continue the insertion of terminal on conn. even sub PC machine encountered fatal Remarks: it was already inserted

WRITTEN EXPLANATION

Ako po si Artene A. Alonzo, sub-assy ng 2122 nagdetekta ng error sa ang
 ating P.C. sa akin pong programadali dahil delay sa kami at wala ng mailay-out
 sa kasag. advance insertion po ako pero maraming nanan po uyon at good nanan po
 labat ng ginawa ko. Pagpapaalalahanan nyo na po ako at di ra po uyon maulit.

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>Ademans</u>	<u>I. Fakul</u>	<u>M. Calun</u>	<u>M</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>08-12-2020</u>	Date: <u>08-12-20</u>	Date: <u>9/15/20</u>	Date: <u>9/16</u>	Date: <u>9/17/20</u>