



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_PK38806
NAME : Tumbaga, Marvin Manalo *gm*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
3 days suspension 2/1-3/21 <i>gm</i>	
Line/Shift	SS27-B
ACKNOWLEDGE BY:	
MANAGER	<i>gm</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **8/25/2020** to name: **Tumbaga, Marvin Manalo**

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 Assembly - No fill up on checksheet for assembly board inspection record (August 21-25/20)

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:

gm
PKIMT Management

Conforme: *gm*
20_PK38806

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMS

Control No: FALP 1A-2038-1906

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

Name: Jumbaga, Marvin
 Position: Associate
 ID Number: 20PK38806
 Batch No.: 209
 Car Model/Line: Subaru 4211/529

Process: Assembly Process
 Group/Shift: PSA
 Date/ Time: August 21, 2020/10:27
 No. of Offense: 1st offense
 Superior Name: L. Borsoia R. Cabrera

Non-compliance Reference/Document

Control Number:

FALP (U)-P.R.O.-101

Details of Audit Findings: No fill up on check sheet for assembly board inspection Record August 21-25, 2020

WRITTEN EXPLANATION

No fill up on check sheet because: Nakalimot lang po kase po kabalutak na lang sa paghahanap ng mga pang-unawa.

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>J. J. J.</u>	<u>A. Enriquez</u>	<u>B. Enriquez</u>	<u>C. Cabrera</u>	<u>D. Vigan</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>8-27-20</u>	Date: <u>08-27-20</u>	Date: <u>9-07-2020</u>	Date: <u>11-21-2020</u>	Date: <u>11/24</u>