



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\_PK30404  
**NAME :** Valencia, Vincent Maderazo  
**FROM :** PKIMT Management  
**SUBJECT :** Notice for Suspension  
**No. of Offense :** 2nd offense  
**DATE :** December 17, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	1 day suspension
	1/23/21
	<i>[Signature]</i>
Line/Shift	Subaru Insulin - 1
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **9/21/2020** to name: **Valencia, Vincent Maderazo**

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 Auto Crimping - Advance input of data on wire length

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: *[Signature]*  
**19\_PK30404**

**FURUKAWA - Production Operator**

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

# I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PKINT

Control No: FALP-1A-2009-7083

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

Name: Vincent Valencia  
Position: associate  
ID Number: 191630404  
Batch No.: 253  
Car Model/Line: subaru GC7/initial

Process: auto clamping  
Group/Shift: DS/1  
Date/ Time: Sept-21-2020 / 12:30  
No. of Offense: 1st offense  
Superior Name: C. Marasigan

Non-compliance Reference/Document  
Control Number:

FALP-WI-ENG-CC-004

**Details of Audit Findings:** Not following SOP: associate conduct advance input on data of wire  
length even he did not yet measured actual length of shikakan

## WRITTEN EXPLANATION

Ang po si Vincent M. Valencia ay hindi natranspond sa SOP dahil  
sa advance input ng length ng wire dahil matagal po kase mag print  
ng korden dahil nauuulan po ng connection ang CCIS.

## COGNATE MEASURE:

gusunod na po ang sa SOP para maiwasan ang NG output  
at hindi ko na po uulitin ang nangawang katalian.

## 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>V. Valin</u> Employee Date: <u>20-09-25</u>	<u>C. Marasigan</u> Jr Staff Date: <u>09/25/20</u>	<u>E. HENTELERO</u> Staff Date: <u>09/26/20</u>	<u>[Signature]</u> Supervisor Date: <u>11/28/2020</u>	<u>[Signature]</u> Manager Date: <u>01/12/2020</u>
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