



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_PK30403
NAME : *Napolitano*
Napolitano, Erison Lacdao
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : February 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>3rd</i>
<i>5 days suspension</i> <i>4/17-17/20</i>	
Line/Shift	<i>HMS - A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Napolitano, Erison Lacdao

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- Conduct half insertion on connector

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: *Napolitano*
19_PK30403

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_PK30403
NAME : Napolitano, Erison Lacdao
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd offense
DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 19-Jan-20 to name: Napolitano, Erison Lacdao

Violation Offense] 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

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: _____
19_PK30403

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRIMT

Control No: FALP-WI-2001-0170

<u>R. Alegro</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Napolitano Erison

Position: Associate

ID Number: 19-PR-30403

Batch No.: 254

Car Model/Line: Honda 1.3NS

Process: Sub-Assy

Group/Shift: DS-A

Date/ Time: January 19, 2020 10:30

No. of Offense: First Offense

Superior Name: M. Jaro

Non-compliance Reference/Document

Control Number:

Work Instruction (STEP 7)

FALP-WI-PRD-SA-0143

Details of Audit Findings: Not following SOP (Did not follow the information needed on the screen/ auto PC)
Conduct half insertion on connector SN-14E-6 wire color: G/

WRITTEN EXPLANATION

Nahuli po ako ng i-alert na naka-half insertion dahil po sa sinundan ko po na maginsert e akala ko po nahila na niya iyon po pati ay kinulang sa pagpupull. Tulay akala ko po ay ako na ang mag-insert. Tama naman pong alimangin si I-alert akala po niya ay half-insert iyon pero para po sa akin insert ko na po talaga iyon.

Bago po ako maginsert tiningnan ko po sa aming PC, at pang natapag insert na po ang ating katuwang.

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>Glapeliano</u> Employee Date: <u>01/28/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>1/29/20</u>	<u>[Signature]</u> Staff Date: <u>1/29/20</u>	<u>[Signature]</u> Supervisor Date: <u>2/3/20</u>	<u>[Signature]</u> Manager Date: <u>2/3/20</u>
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