



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_PK29490
NAME : Galura, Johnree Umali
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 7, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	10/13/20
	10/8/2020
Line/Shift	DO/L Initial/A
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/28/2020 to name: Galura, Johnree Umali

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 process

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:

John Darenio
PKIMT Management

Conforme: *[Signature]*
19_PK29490

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-10-2004-2005

☒ AGENCY

Please Specify: PLIMT

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

Name: Johnree Galun
 Position: associate
 ID Number: 190229400
 Batch No.: 243
 Car Model/Line: Daihatsu Dolt/initial

Process: auto crimping
 Group/Shift: D5/A
 Date/ Time: August 28, 2020/4.05
 No. of Offense: 1st offense
 Superior Name: J. Saet

Non-compliance Reference/Document
 Control Number:

Details of Audit Findings:

Not following SOP associate conduct advance input on data of wire
length even not yet measured actual length of shikaburi.

WRITTEN EXPLANATION

NAG ADVANCE INPUT PO AKO NG WIRE LENGTH DAHIL PO MATAKAL NAG
PRINT NG KANBAN NG MGA ORAS PO NA YON. GAKA PO ISANG WIRE
PALANG ANG NAGASAWA KO DAHIL PO SUSUKATIN KO YON.

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>[Signature]</u>	<u>J. Saet</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>8/29/20</u>	Date: <u>08/29/20</u>	Date: <u>8/29/20</u>	Date: <u>9/14/2020</u>	Date: <u>9/14/2020</u>