



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_PK35899
NAME : Llasos, Clarence Joy Ayleon
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 14-Mar-20

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 1 day suspension 4/2/20 July 3, 2020
Line/Shift	#3116 - A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

5-Feb-20

to name: Llasos, Clarence Joy Ayleon

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

Description :

Not following Stop call & wait

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:

PKIMT Management

Conforme:

19_PK35899

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_PK35899
NAME : Llasos, Clarence Joy Ayleon
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : March 14, 2020

This refers to the alleged offense(s) you have committed at 2/5/2020 to name: Llasos, Clarence Joy Ayleon

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:


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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:  _____
19_PK35899

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKM

Control No: FALP 1A-2007-0454

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

Name: Lasos Clarence Jay
Position: AWO/OT
ID Number: 19PK 00899
Batch No.: 277
Car Model/Line: Honda ally

Process: parts distributor
Group/Shift: N-1
Date/ Time: Feb 5, 2020 / 11:45
No. of Offense: 1st
Superior Name: J. Magadia

Non-compliance Reference/Document

Control Number:

FALP- NI- PRD- 18004

Details of Audit Findings:

Not following SOP/CAI with
Did not call the attention of Jr staff when an encountered lacking parts

WRITTEN EXPLANATION

Ako po si Clarence Jay Lasos na audit sa kadahilamong nagka lacking parts
po ako. Nagkataon po kasi na may out po ako nung time na yon.
Kaya po sigurado nagka lacking. Ginawa ko po nuon ay inilagay ko
sa dulo yung parts na hinihingi, kasi naka portion din po nung
time na yon yang dalawang expert at kadet po namin.

Sa kasunod po sa expert or Jr staff kona po ibibigay yung
missing parts kapag nagkataon. Samantarin po.

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).

2nd time subject for 1 day susp.

<u>[Signature]</u> Employee	<u>[Signature]</u> Jr Staff	<u>[Signature]</u> Staff	<u>[Signature]</u> Supervisor	<u>[Signature]</u> Manager
Date: <u>02-08-20</u>	Date: <u>02-08-20</u>	Date: <u>2/8/20</u>	Date: <u>2-11-2020</u>	Date: _____