



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\_PK29662

NAME : Villanueva, Jay-AR Agonia

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd Offense

DATE : October 31, 2020

PKIMT	ACKNOWLEDGEMENT FORM
12469	COMMENTS/ ASSESSMENT
No. Offense:	3rd
	4 DAYS SUSPENSION
	11/24, 25, 26, 27/2020
Line/Shift	HOTLINE 315
ACKNOWLEDGE BY:	
MANAGER	
	Signature Over Printed name/ Date

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

9/18/2020

to name: Villanueva, Jay-AR Agonia

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:**

**Inconsistent performed point to point system and not comparing to master sample**

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\_PK29662

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2020-2040

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

Name: Jay AR Villanueva  
 Position: associate  
 ID Number: 19PK 2062  
 Batch No.: 250  
 Car Model/Line: Honda old 3115

Process: appearance  
 Group/Shift: NI-B  
 Date/ Time: Sept 18, 2020 / 11:30  
 No. of Offense: 1st  
 Superior Name: A. Ramos

Non-compliance Reference/Document  
 Control Number:

## Details of Audit Findings:

Not following SOP, inconsistently performed point to point system and not comparing to master sample

## WRITTEN EXPLANATION

Ako po ay na-audit ng I-alert dahil hindi daw po ako nagpo-point to point. Nagpopoint to point naman po ako at nageo-compare sa master sample. Nang I-audit po ako tinawag ko po sa kanya kung saan pong component ako hindi nagpoint to point at hindi naman po nija naituro kung saan tapos po ng kukuhanan niga po ako ng picture tinawag ko rin po sa I-alert kung saan na component po pipicturean ang sabi po sa akin ng kahit saan na kung sa akin pong pagkaka-alam (dahil ang aha to po) ay inconsistent lang ang nagpopoint to point kbt po sa karami I-alert written explanation ang not comparing to master sample at nageo-compare naman po ako.

## 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>Jay AR Villanueva</u>	<u>A. Ramos</u>	<u>J. Mendon</u>	<u>2020</u>	<u>AS</u>
Employee	Staff	Staff	Supervisor	Manager
Date: <u>09-21-2020</u>	Date: <u>9/21/2020</u>	Date: <u>9/23/20</u>	Date: <u>10/3/20</u>	Date: _____

Michaela Penaranda

TINANONG KO PO SIYA BAKIT HINDI SIYA NAGPOINT TO POINT SA BRANCH NA MALAPIT SA NAMEPLATE KASI NUNG UNANG HARNESS NAMAN PO AY NAGPOINT TO POINT SYA, AT DWI SA SUNOD NA HARNESS HINDI NA PO SIYA NAG CONDUCT NG POINT TO POINT SA BRANCH NA YAN, DAHIL SA PAGKAKAALAM KO DIN PO KAILANGAN MAG CONDUCT NG POINT TO POINT DURING INSPECTION. LAO NA PO AT LAST TOUCH SYA, PERO WAGA PO AKO SINABI NA HINDI SIYA NAG COMPARE SA MASTER SAMPLE AT WALA DIN PO AKO SINABI NA KAHIT SAAN NA LANG COMPONENT AKO MAG PICTURE. NA FEEDBACK KO NAMAN PO NG AYOS SA JR. STAFF AT PINALIWANAG KO NAMAN PO SA KANYA KUNG PAANO AT SAANG PARTS NG HARNESS HINDI SIYA NAGPOINT TO POINT. SABI KO PO SA JR. STAFF NG PRODUCTION NA AKO PO AY NAGPAPACONFIRM SA AKING ~~JR.~~ STAFF KUNG TAMA BA O MALI ANG GINAGAWANG ASSOCIATE. DAHIL HINDI KO DIN ALAM ANG PROCESS NIYA. JR. STAFF, KO PO ANG MAGDIDICIDE KUNG AUDIT O HINDI ANG PINACONFIRM KO. AT KINAWAP DIN PO NI ATE LADY ANG JR. STAFF NG PRODUCTION. PINALIWANAG PO NIYA NA MAY MALI DIN PO SA PAG-INSPECT ANG BATA, WALA NAMAN PO SILANG NAGING COMMENT NUNG TIME NA KINAWAP SILA.

About po doon sa audit ni Penaranda, ako po ang nagconfirm sa audit nya, at base nga po sa paliwanag ni Mica ay inconsistent ang kanyang pagpopoint-to-point during inspection. Kaya po sinamahan ko sya para kausapin ang Jr. Staff (PO) at tung associate, at ipinaliwanag ko na nga po sa kanila na may mali din ~~ang~~ <sup>sa</sup> may ng paginspect nung associate, dahil may times nga pong hindi nya nacoconduct ang pagpopoint-to-point during inspection. Kaya po lagay na loob ko na okay ang audit dahil maayos naman po ang aming feedback sa Jr. Staff at sa Staff dahil wala naman po silang comment nung nagpapaliwanag kamo about doon sa audit nung associate. Ganun din po sa associate pinaliwanag ko din po sa kanya na dahil last touch sya ay kailangan 100% checking ang kanyang iniinspect para mainatnan ang pagkakaroon ng ~~good~~ customer claim.

Ladylyn ~~Subarna~~ <sup>Estatana</sup>  
Jr. Staff

10-06-2020