



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 : 20_PK40093
NAME : Erandio, Carlo Jaravata
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day Suspension 12/15/2020
	Erandio
Line/Shift	H025-B
ACKNOWLEDGE BY:	[Signature]
MANAGER	[Signature]
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **11/8/2020** to name: **Erandio, Carlo Jaravata**

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 Appearance - Not using clip tag for Skip 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:

PKIMT Management

Conforme: Erandio
20_PK40093

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-2011-4882

☒ AGENCY

Please Specify: PKIMT

<u>M. Mendoza</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Emmanuel Carlo
Position: Associate
ID Number: 20-PK40093
Batch No.: 308
Car Model/Line: Honda 1KRA / 3125

Process: Appearance
Group/Shift: DS-B
Date/ Time: Nov. 09, 2020 / 7:24
No. of Offense: 1st
Superior Name: P. Castillo

Non-compliance Reference/Document
Control Number:

FALP-IA-2011-4882

Details of Audit Findings: Not using clip tag during appearance inspection

Support from line 3126

WRITTEN EXPLANATION

Ako po ay support lang. sa 3125 line hindi po ako naging
na ako pala ang magkakabit ng clip tag during the process. Sa kadahitnan
pang partner ko po ang magkakabit ng clip tag sa ating original line.

OM! Not time po bawatun ko muna ang mga dapat gawin bago
mag start ng process.

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>Emmanuel</u> Employee Date: <u>11-12-20</u>	<u>[Signature]</u> Jr Staff Date: <u>11-12-20</u>	<u>[Signature]</u> Staff Date: <u>11/20</u>	<u>[Signature]</u> Supervisor Date: <u>11/20</u>	<u>[Signature]</u> Manager Date: <u>11/20</u>
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