



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_PK33217
NAME : Falcunit, Aira Fronda
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	Not PD1
1 DAY SUSPENSION	
Oct. 19, 2020	
PD1 - SWAT - FINAL	
Line/Shift	012001 1702
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	LEA P. FRONDA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/10/2020 to name: Falcunit, Aira Fronda

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 - Associate did not conduct barcode first before ECT 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK33217

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_PK33217

NAME : Falcunit, Aira Fronda *Afronda*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 28-Sep-20

This refers to the alleged offense(s) you have committed at 10-Aug-20 to name: Falcunit, Aira Fronda

Violation Offense : V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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Description :

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This is for your guidance and strict compliance.

NOTED BY:

Jalvey

PKIMT Management

Conforme: *Afronda*
19_PK33217

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP-1A-2006-1682

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

Name: Falcunit, Aina
 Position: Associate
 ID Number: 11-PK33217
 Batch No.: 267
 Car Model/Line: Suzuki X7 main / 5102

Process: ECT 1
 Group/Shift: DC - B
 Date/ Time: Aug 10, 2020 / 10:45
 No. of Offense: 1st
 Superior Name: R. Lomiento

Non-compliance Reference/Document
 Control Number:

FALP-WI-PRD-CI-058

Details of Audit Findings: Not Following SOP

Associate did not conduct barcode first before ECT process

WRITTEN EXPLANATION

Ako po si Aina Falcunit ay suport (swAT) sa 5102 noong August 10. Kaya di ko po nabarcode agad may inayor po ako sa gloves ko nagkasabit arbit po kasi ito sa harness mas inuna ko pong tanggalin ito at baka magkaroon po ng foreign materials ang harness. tapos nagkaroon po yun na walang harness ang kabilang line kaya di ko po napansin na tumulong sa tumulong ung ibang ECT sa aming line kaya natapos na nila pag-inat nila sa portion nito bago ko pa ito nabarcode. Pansinay na po at hindi ko naman po sinasadya na malate pagbarcode ko. Hindi ko na po uulitin.

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>Miguel</u> Employee Date: _____	<u>Suzuki</u> Jr Staff Date: _____	<u>R. Lomiento</u> Staff Date: <u>8/17/20</u>	<u>M. Lomiento</u> Supervisor Date: <u>8-17-2020</u>	<u>V. Lomiento</u> Manager Date: <u>8/18/20</u>
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