

PKIMT

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 : 18_PK28074
NAME : San Luis, Nelsa Banay
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : February 12, 2020

PKIMT ACKNOWLEDGMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd offense 6 weeks suspension 9/21/2019 to 10/14/2019 more to 7/13-14/20 May 2-8, 2020
Line/Shift	DRILLHOUSE 2104 - B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/18/2020 to name: San Luis, Nelsa Banay

Violation Offense No. V

Section No. 10

OFFENSES AGAINST COMPANY INTEREST

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 - Hidden repair

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]*
18_PK28074

FURUKAWA - Production Operator

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

PKIMT

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 : 18_PK28074
NAME : San Luis, Nelsa Banay *Signature*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd offense
DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 18-Jan-20 to name: San Luis, Nelsa Banay

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 SOP - Hidden repair

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*
18_PK28074

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRISM

Control No: FAIR-11-2001-0114

<u>M. Dotson</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Nelson San Luis
 Position: Asst. CTE
 ID Number: 18 01 29079
 Batch No.: 208
 Car Model/Line: Prism 204

Process: Dimensions
 Group/Shift: N3-B
 Date/Time: Jan. 11, 2020 / 6:20
 No. of Offense: 1st
 Supervisor Name: J. Morales

Details of Audit Findings: un authorized Repair / hidden Repair

Associate caught making clamp due to encountered short dimension

WRITTEN EXPLANATION

Me po si Nelson San Luis haciendo un mantenimiento en una parte de la carrocería en
clamping - hizo un error por haber estado corto de un 1 mm.
Hizo lo que se le indicó en el manual de mantenimiento pero no se cumplió
correctamente, no se usó el staff, luego se detectó el error y se afectó
una carrocería y se reportó
la falta de supervisión

REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☐ Agency/FAIP Written Explanation Only (based from handbook)

☒ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>Jan. 21, 2020</u>	Date: <u>01-20-20</u>	Date: <u>1-23-20</u>	Date: <u>1-23-20</u>	Date: <u>1-23-20</u>