



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_PK31277
Tupaz, John Robert Fernando / JRF

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st
1 day Suspension Sept. 3, 2019	
Line	57107 -1
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 8-21
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/11/2019 to name: Tupaz, John Robert Fernando

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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-Using of other name during sub assy process

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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_PK31277

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1907-504

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AGENCY

Please Specify: PKMT

<u>L. De Castro</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Tupaz John Robert
 Position: Associate
 ID Number: 19-PK81277
 Batch No.: 257
 Car Model/Line: Subaru / L7107

Process: Sulu - Army
 Group/Shift: A
 Date/ Time: July 11, 2019 / 07:20 AM
 No. of Offense: 1st Offense
 Superior Name: G. Alarugera

Audit Findings: Not Following SOP

Details:

Using of other name during sulu-army process.

WRITTEN EXPLANATION

Good day po safety first! Ako po si John Robert Tupaz, ako po ay humingi ng patanya sa negosyo ko pang hindi pagmamadali sa standard, sa ating work Assignment, nagkitaan lang po kami na support lang ako nun, tinulay ko lang po yang ginagawang tao na sa kanya pang nakapag-isa din, hindi na po ako nakapag-regula sa katabilangang Nagmamadali din po ako kase wala na pang buffer, ako po ay humingi ng pamanhin sa ating negosyo, sa akin pang pagkalamati ipinapangako ko po na hindi na mauulat na... sana po ay tanggapin nyo ang ating pag-hingi ng patanya. Salamat po.

Remarks/ Evaluation:

1 day suspension

John
 Signature of Employee
 Date: 19-07-12

G. Magadia
 Jr Staff
 Date: 08-01-19

M. Wando
 Staff
 Date: 8/1/19

R. P. P. P.
 Supervisor
 Date: 8/1/19

H. P. P. P.
 Manager
 Date: 8/1/19