



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\_PK29887  
**NAME** : Umali, Nikko Andrey Valencia ✓ *umali*  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 2nd offense  
**DATE** : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	5 days suspension
	<del>2/23-27/21</del>
	3/8 - 3/12
Line/Shift	PS704 - A OK
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/5/2021** to name: **Umali, Nikko Andrey Valencia**

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:**

Associate not conduct pulling of wire during lay out 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\_PK29887

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

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FAS

Control No: FAIP-1A-2102-764

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AGENCY

Please Specify: PRINT

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

Name: Umali, Nikko Andrey

Process: LAY-OUT

Position: Associate

Group/Shift: DC-A

ID Number: 19 PK29887

Date/ Time: Feb. 02, 2021 / 8:25am

Non-compliance Reference/Document Control  
Number:

Batch No.: 25

No. of Offense: FIRST OFFENSE

Car Model/Line: CRUZE 1.8T FLOOR / 5104

Superior Name: M. Sanchez

FAIP-101-PRD-PP-101

Details of Audit Findings: NON COMPLIANCE DURING LAY OUT PROCESS - associate not conducting pulling of wire during lay out process.

## WRITTEN EXPLANATION

Ako po si Nikko Andrey V. Umali ay nangatagan ng kasabihanang hindi pa nahila habang nag-iinsert dahil naka-latch ka pa kasama sa hilahila.

## REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Nikko Andrey V. Umali</u> Employee Date: <u>02-18-21</u>	<u>M. Sanchez</u> Jr Staff Date: <u>2/17/21</u>	<u>K. Sangalang</u> Staff Date: <u>2/17/21</u>	<u>M. Timal</u> Supervisor Date: <u>2-17-2021</u>	<u>Quina</u> Manager Date: <u>2.18.21</u>
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