

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 : 19_PK29741
NAME : *[Signature]*
Lat, Nariel Mayo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : February 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	010 - 7 days Suspension 4/13-20/2020 to 7/17-20/20
Line	HONDA CBR - B Mazda 11X
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/28/2020 to name: Lat, Nariel Mayo

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 at Sub assy 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_PK29741

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, Sta. Tomas, Batangas, Philippines

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29741
NAME : Lat, Nariel Mayo
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd Offense
DATE : 28-Feb-20

This refers to the alleged offense(s) you have committed at 28-Jan-20 to name: Lat, Nariel Mayo

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

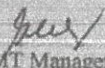
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NOTED BY:


PKIMT Management

Conforme: 

19_PK29741

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: 1177

☐ FAS

☒ AGENCY
Please Specify: PICUMT

Name: Mariel
Position: Assistant
ID Number: 10-PL-20741
Batch No.: 250
Car Model/Line: Honda TRX 3115

Process: sub: any price
Group/Shift: 1st
Date/Time: January 28, 2020 / 11:30
No. of Offense: 1st offense
Superior Name: W. De Torres

Audited By: J. Reyes/K. Hernandez
Checked by: G. Magadia
Noted By:

Non-compliance Reference/Document
Control Number:

HRSA-2018-04-W
MEMORANDUM FOR NON COMPLIANCE

Details of Audit Findings:

Not following 1st 3 worn out gloves
used boxer-jig to pull the wire during sub any price.

WRITTEN EXPLANATION

Ako po si Mariel M. Lat na 3115 Honda
ay nahayli na I ALERT dahil luma bag po ako sa S.O.P
hinila sa jigs kasi ang connector sa jigs kaya kapa

Magpapa-tilawag na po ako na EO/UT-Staff
upang maiwasan ang audit mas abnormality

REMARKS/ EVALUATION

☒ i-Alert written only
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance)
☐ Agency/FALP Written Only (based on handbook)

<u>Norio M. Lat</u> Employee	<u>1. Pm</u> Jr Staff Date: <u>01/21/20</u>	<u>Dianne Cortez</u> Staff Date: <u>01/31/20</u>	<u>Supervisor</u> Date: <u>2-1-20</u>	<u>Manager</u> Date: <u>02/02</u>
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