



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_PK20243
NAME : Apolinario, Chelanie Dagohoy
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 13, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd - 1 day suspension
	11/15/2020
Line/Shift	MUZUKI 7/16
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/18/2020 to name: Apolinario, Chelanie Dagohoy

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 - Caught on the act locking of retainer lock on touch bar during 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]*
18_PK20243

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 : 18_PK20243

NAME : Apolinario, Chelanie Dagohoy

Apolinario

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 12-Oct-20

This refers to the alleged offense(s) you have committed at

18-Jun-20

to name: Apolinario, Chelanie Dagohoy

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]

PKIMT Management

Conforme:

[Signature]
18_PK20243

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-IA-2006-1188

Name: Apo. Mariano, Chelanie
Position: Associate
ID Number: 18-PK20243
Batch No.: 118
Car Model/Line: Suzuki YPI / 5116

Process: Sub-ACT
Group/Shift: DS-B
Date/ Time: June 18, 2020 / 5:15
No. of Offense: 1st Offense
Superior Name: O. Rocafort

<u>D. Tiensem</u> Audited By:	<u>K. Hernandez/ J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document
Control Number:

FALP-WI-GCA-16008

Details of Audit Findings:

Not following SOP
Caught in act taking of retainer lock on touch bar during process

WRITTEN EXPLANATION

Ako po si LACRANTE D. APOU NARIO na hin audit sa dahilang nang lock po ako na connector sa touch bar, nagawa ko lang yon dahil po nasakit po ang daliri ko na ginagamit sa pag lalock. pero isang beses ko lang po iyon nagawa dahil po mag-bbreack time po po kami na mga oras na yon. at dahil din po nasakit ang daliri ko kaya hindi ko na po na illock gamit ang daliri.

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>Jp. Limon</u> Employee Date: <u>04-18-20</u>	<u>o. Rocafort</u> Jr Staff Date: <u>04-18-20</u>	<u>C. Ramos</u> Staff Date: <u>04-21-2020</u>	<u>B. De Jesus</u> Supervisor Date: <u>04/22/20</u>	<u>V. Reyes</u> Manager Date: <u>04/22</u>
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