



**MEMORANDUM NO. HRADM**

TO : 20\_PK39272

NAME : Macasaet, Renzo Dalin

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : September 29, 2020

FORM  
ENT

FINAL /B

CABRERA

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This refers to the alleged offense(s) you have committed at 9/11/2020 to name: Macasaet, Renzo Dalina

<b>Violation</b>	<b>Offense No.</b>	<b>V</b>
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## 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 in Manual Crimping (Did not conduct barcoding of kanban)**

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:

**DEPARTMENT OF  
FINANCIAL MANAGEMENT**

Conforme: 1. *[Signature]*  
20 PK39272

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

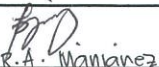


# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2009-3296

 R.A. Manriquez	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Macaraet, Renzo  
 Position: Associate  
 ID Number: 20PK39272  
 Batch No.: 302  
 Car Model/Line: Suzuki YD1 / initial

Process: Manual Crimping  
 Group/Shift: DS-B  
 Date/ Time: Sept 11, 2020 / 10:14  
 No. of Offense: 1st  
 Superior Name: N. Aguila

Non-compliance Reference/Document  
 Control Number:

FAIP-WI-MC-009

## Details of Audit Findings: Not following SOP

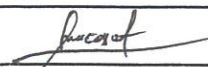
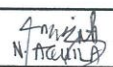

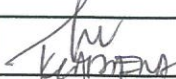
Did not conduct barcoding of kanban 70% quality check not barcoded 7.1 kanban affected

## WRITTEN EXPLANATION

Ako po si Renzo D. Macaraet ay inasamin na lumabag sa SOP, hindi napa ako nakapag-sagawa ng Barcoding sa ibang kanban na akong nangagawa dahil po ng pagmamadali at paglalita sa mga oras na iyon. Ayoko po kasi na madelay ako sa next process sapagkat ito po ay priority na sa mga oras na iyon at halos dalawang machine po ang akong pinaprocess dahil wala kamon po akong katulang sa lahat ng relap ng Genseren. Alam ko pong ito'y mali at mag-ratbi po itang teleyan para sa akin. Salamat po

## 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).

 Employee Date: <u>09-21/20</u>	 Jt Staff Date: <u>09/21/2020</u>	 Supervisor Date: <u>09/21/2020</u>	 Manager Date: <u>9/23/2021</u>
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