



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\_PK30773  
NAME : Cacao, Cyril James Pasia  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspension
	10/14/20
Line/Shift	11 21 24 12
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/8/2020 to name: Cacao, Cyril James Pasia

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 in Assembly process (Non-compliance in insert pull method)**

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:

PKIMT Management

Conforme: Cacao  
19\_PK30773

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2008-1465

☒ AGENCY

Please Specify: PLINT

<u>R. Leganes</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Cacao, Cyril James  
Position: Associate  
ID Number: 19PL30773  
Batch No.: 255  
Car Model/Line: Honda / 323

Process: Sub assembly Process  
Group/Shift: DS/13  
Date/ Time: August 8, 2020 / 04:10  
No. of Offense: 1st offense  
Superior Name: E. Arstoa

Non-compliance Reference/Document  
Control Number:

FALP - W1-PLD-SA-043

Sub assembly Process

**Details of Audit Findings:** Non-Compliance on Insert Pull method associate use boxed jig in pulling the wire on connector HC-SP-2F GR during H-sub process.

## WRITTEN EXPLANATION

Alto pa si Cyril James P Cacao ay gumana ng pagbakarati sa process na sub assy ito ay pang hila ko sa jig ng HC-SP-2F GR sa kanya ko po ito hinagit sa jig dahil po ang connector po ay nailock ko na nang nilalagay ko po ito sa jig at hinagit ko ito po ay nagalis sa nang nilock ko po ang jig ay naka kawang po yung lock sa jig baka po ito ay madamag connector kanya po sa jig ko nahila Countermeasure ko po ay hindi ko na po ito illock hanggat ito ay hindi pa tapos sub to iresub humingi po alto ng kapatawaran hindi na po maukit

Para maibig ang formal lang nakabook na ang connector Day Excess

## 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>Cyril James P Cacao</u> Employee Date: <u>8/17/20</u>	<u>Arijanth Arslado</u> Jr Staff Date: <u>8/17/20</u>	<u>Sabaleuro</u> TRINA SABALEURO Staff Date: <u>8/17/20</u>	<u>3Pent</u> Supervisor Date: <u>8/17/20</u>	<u>10</u> Manager Date: <u>8/18</u>
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