



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_PK37544
NAME : Fodra, Rovelyn Dimaano *Rovelyn*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : March 16, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd FOR 4 DAYS (SUSPENSION) 4/12-15/2021 Line (PILUKU 401 7119) A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 3/18 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **2/4/2021** to name: **Fodra, Rovelyn Dimaano**

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 - Associate conduct manual insertion in sub assy

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_PK37544

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PHMT

Control No: FAIP-1A-2102-756

<u>Gumala</u> <u>J. Pungalan</u>	<u>Echaenandez</u> <u>K. Hernandez</u>	<u>sym</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Fedra, Roveyn

Position: Associate

ID Number: 19PK37544

Batch No.: 291

Car Model/Line: SUZUKI YDI 5119

Process: Sub Assy

Group/Shift: DS-A

Date/ Time: FEB 04, 2021 / 11:30

No. of Offense: FIRST OFFENSE

Superior Name: O. Espiritu

Non-compliance Reference/Document Control Number:

FAIP-WI-PRD-SA-043

Details of Audit Findings: Not following SOP

Associate conduct manual insertion in sub assy process. 2 sub pc not tally on running product.

OK! 36680-72740-P

Actual: 36680-72760-P

WRITTEN EXPLANATION

mas mabali ho kasing ung gamitin kayag dun sa too
kaya poH Yun na Lang ang Ginamit ka PEZay na poH din
ako kaya un naman ang Ginamit ko.

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>Rfidra</u>	<u>gph</u>	<u>gph</u>	<u>S. HODULUT</u>	<u>V. naga</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2/24/2021</u>	Date: <u>2/24/21</u>