



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 : 16\_PK04662  
NAME : Algaba, Mark Frances Almadrones *mu algaba*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 25, 2019

PKIMT	ACKNOWLEDGEMENT FORM 1
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i>
	<i>1 day Suspension</i>
	<i>11/12/19</i>
	<i>Don Initial - A</i>
<i>[Signature]</i> <i>10/19</i>	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **10/11/2019** to name: **Algaba, Mark Frances Almadrones**

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- Did not measure and input the first value of his output**

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]*  
**16\_PK04662**

**FURUKAWA - Production Operator**

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1755

☒ AGENCY

Please Specify: PKINT

<u>R. A. Margarez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Mark Frances Algaba

Process: Manual Crimping

Position: Associate

Group/Shift: D/LA

ID Number: 16-PK04662

Date/Time: October 11 2019 8:34am

Batch No.: 250

No. of Offense: 1st offense

Car Model/Line: DOU Initial

Superior Name: Anabelle Magbilang

Audit Findings: Not Following VOP

Details:

Did not measure and input the first value of his output.

## WRITTEN EXPLANATION

Hindi ko po nasukat ang value nang aking output dahil po pagka barcode ko nang aking 1eri-crimp na product ay unalis ako sandali upang kumuha gomosen. Pag balik ko ay agad na ako nag crimp dahil tiwala naman po ako tama sukat nito dahil tapos ko na po itong ipa quality. Ang pagkakamali ko ay di ko nailagay sa computer ang unang sukat nito.

Qsahan po ninyu matoto na ako sa aking pagkakamali at susunod ako sa SOP.

Remarks/ Evaluation:

Issue penalty

Mark Frances Algaba  
Signature of Employee  
Date: 19/10/19

Jared Dimaculangan  
Jr Staff  
Date: 18-18

R. P. Pita  
Staff  
Date: 18/18

1. J. Magbilang  
Supervisor  
Date: 10/21/19

G. Magbilang  
Manager  
Date: 18/18