



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_PK30618
NAME : Carada, Mark Angelo Borneo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 17, 2020

PKIMT	AC	JWLED	MENT FORM
CO	MENTS	SESMENT	
No. Offense: 1st			
1 day suspension			
11/4/2020			
refresh date: 11/5/20 @ 7am			
Line/Shift 110700A 3125 A			
ACKNOWLEDGE BY:			
MANAGER			
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 9/10/2020 to name: Carada, Mark Angelo Borneo

Violation Offense No. 1

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:

Non-Compliance on 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:
19_PK30618

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FA-18-209-208

☐ AGENCY

Please Specify: _____

<u>L. Edguitana</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Corrada, Mark Angelo
 Position: associate
 ID Number: 1aph 32018
 Batch No.: 255
 Car Model/Line: Honda TRRA / 3125

Process: Sub assembly
 Group/Shift: NS-A
 Date/ Time: Sept 10, 2020 / 6:50
 No. of Offense: 1st
 Superior Name: C. Felimon

Non-compliance Reference/Document
 Control Number: _____

Details of Audit Findings:

Non compliance on insert pull method

Associate conduct manual insertion on conn. HFE - 4F - 1 & HFE - KM wire color: Y, B, P, W, L

WRITTEN EXPLANATION

Kaya ko lang po nagawa yun sa kadahilanan na delay na po kami. At dalawang pc po ang hawak ko at kulang po kami sa fax

Always follow the SOP during process.

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>Marka</u>	<u>C. Felimon Sr.</u>	<u>Sm. pit</u>	<u>A. Reyes</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>09-12-20</u>	Date: <u>09-12-20</u>	Date: <u>9/14/20</u>	Date: <u>1/20</u>	Date: _____