



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_PK31699
NAME : Bilog, Rex Tagle
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	And let 1 DAY suspension 4/12/2021
Line/Shift	D2114 A
MANAGER	

This refers to the alleged offense(s) you have committed at 2/21/2020 to name: Bilog, Rex Tagle

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:

Associate not using COT jig during attachment

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_PK31699

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: _____

Control No: FAIP- (A-2011-5226

Name: Rex Bilog
 Position: Associate
 ID Number: 19-RK31691
 Batch No.: 361
 Car Model/Line: DAINABU DOIL / 2114

Process: Assembly
 Group/Shift: DS/A
 Date/ Time: Nov. 21, 2020 / 10:00
 No. of Offense: 1st offense
 Superior Name: U. Delgado

Audited By: <i>E. Hernandez</i>	Checked by: <i>J. Reyes</i>	Noted By: <i>J. Reyes</i>
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 Non-compliance Reference/Document
 Control Number:

FAIP- GL- PRD- 0012

Details of Audit Findings: Associate not using COT jig during attachment of RCOT25 LF25 during assembly process

WRITTEN EXPLANATION

Ako po si Rex Bilog ng 2114 na naudit sa kadahilananang hindi po gumamit ng COT nahihikapi lang po ako kasi ang hirap po ilagay dahil malit yang R-cot

Fine paid high \$100 for this non-compliance.

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).

<i>[Signature]</i> Employee Date: _____	<i>[Signature]</i> J. Staff Date: _____	<i>[Signature]</i> Staff Date: _____	<i>[Signature]</i> Supervisor Date: _____	<i>[Signature]</i> Manager Date: 3/2/2021
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