

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

20 PK37882

NAME

**FROM** 

Flores Revza Chavez

: PKIMT Management

SUBJECT

Notice for Suspension

No. of Offense

2nd offense

DATE

November 10, 2020

This refers to the alleged offense(s) you have committed at

9/28/2020

to name:

Flores, Reyza Chavez

wherein forting

Violation Offense No.

V

OFFENSES AGAINST COMPANY INTEREST

Section No.

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 not using matrix on box during option process

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.

2b\_PK37882

NOTED BY:

PKIMT Management

Contorme:

FURUKAWA - Production Operator

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

## I-ALERT WRITTEN EXPLANATION

AGENCY Please Specify: PKIMT  Name: Royan Flores Process: Option Taking Position: Associate Group/Shift: DS S Batch No.: 2011  Batch No.: 2011  No. of Offense: September 28 2000 /11:45  Details of Audit Findings: Non-Compliance Reference/Document Control Number: In Indicated Superior Name: Indi			WELLII AAL	IIII EXPLAN	AHON		
AGENCY Please Specify: PKINT  Name:  Name:  Rock	FAS			/	Control No	): FALP-1A-2509-3050	
Name: Roza Flore. Process: Option Taping Position: Associate. Group/Shift: DS_B Date/ Time: September 28 2000 /II.4D Batch No.: 2014 Non-compliance Reference/Documen Control Number: Superior Name: No. of Offense: Use of Superior Name: No. of Offense: Use of Superior Name: No. of Offense: Superior Name: No. of Offense: Use of Superior Name: No. of Offense: Superior Name: No. name of Name:	P. Control of the Con	200 C 200 C 200 C	· /			and	
Position: Associate Group/Shift: DS S Non-compliance Reference/Documen 20PK 15292 Date/ Time: September 28 2000 /11:40 Control Number: Details of Audit Findings: No. of Offense: Superior Name: In Maddal uptim. Taging Institute.  Details of Audit Findings: Non-compliance Auving aptim. Taging Institute.  The last term of the last	Name:	Raiza Elawa	Process:		Checked by:		
Date/ Time: September 28 2020 / 11:4D  Batch No.: 2944  No. of Offense: 1st expense Falle in 1- Coca - of - 20.  Details of Audit Findings:	Position:			note aping			
Car Model/Line: Handa TKRA / 3/30 Superior Name: In Mardal aptim taping foodure  Details of Audit Findings: Mode Complainance during option process. Associate not using matrix  WRITTEN EXPLANATION  RKO PO SI REUGAN TIORES AM DANDIT SA KNOAHUANAN POUR MARKHUMWAN KO LUREAH HUE THIS SA TAPE  HOUDER: MACKATADIN PO MARKA PUE TUSE IMPOSE NUN. THIS UNDERFROND PO NAME THOMPSKAN TOP OPTION WALLA  SA TAPE HOUDER. THE SECOND NAME PO MARKALIMITATION FOUND ILLEGAL AND THE TAPE  SA SULVINOD PO HUDI NA PO THE MARKALIMITOT GUMANTI NAME THE HOLDER.  PASEUSHA NA PO KATO  REMARKS/ EVALUATION  I-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).	ID Number:	20PK37882	5 (10 (10 (10 (10 (10 (10 (10 (10 (10 (10	Co lorder 00 page layers	Non-compliance Reference/Document		
Details of Audit Findings:  Non Compliance Audit option process.  WRITTEN EXPLANATION  AKO PO SI REUSH FLORES AM DANDIT SH KNDAHUANAN POLO UNKALIMUTAN KO LUK AM HIVE THIRE SH THAPE HOLDER.  HOLDER DIAGRAPHON PO NASIRA AND TUSE IMPAGE NUN. THIS MARKAROON PO NASIRA AND TUSE IMPAGE NUN. THE HOLDER.  SH TIPPE HOLDER. PRESENTA UP PO THO MARKARUMITOT GUMAMIT NAVO THRE HOLDER.  PASENCIA UP TO HOLD NASIRA AND TUSE TO NAKARUMITOT GUMAMIT NAVO THRE HOLDER.  PASENCIA UP TO HOLD NASIRA AND TUSE TO NAKARUMITOT GUMAMIT NAVO THRE HOLDER.  PASENCIA UP TO THE MARKET DONE OF THE HOLDER.  PASENCIA UP TO THE TO THE TO THE TO THE HOLDER.  PASENCIA UP TO THE TO TH	Batch No.:	294 -		September 28 2020 /11,40		Control Number:	
Details of Audit Findings:  On lovy during aptim process during aptim process Associate not using matrix  WRITTEN EXPLANATION  Riko Po si reason tiones an naudit st kadahuanan Rovo lunkalumutan ko luncah the three sh thape though under the tope the tope the tope the tope that the presence of the process of the tope that the three sh thape she option under the traper.  Sh three thaper thaper the presence of the tope that the three she thaper thappen thaper thap	Car Model/Line:	Honda TKRA / 3/30		M. Mactal	Falp. W 1-	OCA-61-20	
WRITTEN EXPLANATION  AKO PO SI REMAN FLORES AM MAINIT SA KADAHWANAN PONG MAKAWAMMAN KO MARAWAMAN FOR DATION MARINA PONG TISE MADE AND THIS MARKAMANAN KO MARAWAMAN FOR DATION WALLA MARINA PO MAIONTON AND APPEARANCE SA PARMAMADAN KO PO NAKAWAMATAN KON MARAWAMATAN KO PONG MARAWAMATAN KON MARAWAMATAN KO PONG MARAWAMATAN KON MARAWAMATAN MARAWAMA		oile of Audit Final			optim tapin	g Pruduse	
WRITTEN EXPLANATION  AKO PO SI REUJAH FLORES AY NADAHIANAN POKO UPKALIMWAN KO LURCAH HUO TARE SA TAPE HOLDER, NACHATHON PO NASIRA ANG TUSE IMPOS NUN. TAS NASKARON PO NAME TAMBAKAN FOR OPTION WALLA SA TAPE HOLDER, PASELAN NA PO.  COUNTER MEASURE  SA SIGNADO PO HINDI NA PO THO MAKAKALIMTOT GUMAMTI NAVO TAPE HOLDER.  PASELISHA NA TO KIMO.  REMARKS/ EVALUATION  Agéncy/FALP Written Only (based on handbook) Need day/s suspension(based from handbook & Memo for Major Non-compliance).		n boy during optis	m brocess	to which obtain b	moces . Associate ho	t using matrix	
AKO PO SI REUZH FLORES AY DANDIT SA KADAHLANAN POLS NASAMBANAN KO LUCIAL HIM TARE SA TAPE HOLDER. NASKATAON PO NASIKA ANG FUSE IMPGE NUN. TAS NASKAROON PO NANG. TAMBAKAN FOR OPTION WALLA SA TAPE HOLDER. PASELAN NA PO.  COUNTER MEASURE  SA SUCUNOD PO HINDI NA PO AKO MAKAKALIMOT GUMAMTI NANG TAPE HOLDER.  PASENSHA NA PO KATO  REMARKS/ EVALUATION  I-Alert written only Need day/s suspension(based from handbook & Memo for Major Non-compliance).			The state of the s	TEN EYPLANATION			
UARIO PO MAIOUTPUT PAUS APPEARANCE SA PAGMAMAPAN KO PO NAKALANUTRA LONA LLAGAL ANG TAPE  SA TAPE HOLDER. PASEIGNA NA PO.  COUNTER MEASURE  SA SIGNAD PO HINDI NA PO THO MAKALANUTOT GUMAMIT NAUG TAPE HOLDER.  PASEIJS-IA NA PO KATO  REMARKS/ EVALUATION  I-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).	AKO PO SI	RELIZE FLOCE MY OF	15 = 50 1010 A.	ANA O			
UARIO PO MAIOUTPUT PAUS APPEARANCE SA PAGMAMAPAN KO PO NAKALANUTRA LONA LLAGAL ANG TAPE  SA TAPE HOLDER. PASEIGNA NA PO.  COUNTER MEASURE  SA SIGNAD PO HINDI NA PO THO MAKALANUTOT GUMAMIT NAUG TAPE HOLDER.  PASEIJS-IA NA PO KATO  REMARKS/ EVALUATION  I-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).	HOLOER, NAC	GRATIADA PA ALACIDA A	DOM SHUPPI	LANHO LONO MAKAMMATA	AN KO THERY AND	TAPE SA HADE	
SA THATE HOLDER. PASHIGHA NA PO.  COUNTER MEASURE  SA SUGNOD PO HINDI NA PO THO MAKAKALIMTOT GUMAMTI NAUG TAPE HOLDER.  PASHUSHA NA PO KATO  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 O TO TO TO TO THE THE COURT OF THE	IN LOCALITY THAT IN THE STATE OF THE STATE O	TAIN NOTHING !	
COUNTER MEASURE  SA SUSUND PO HUDI NA PO AKO MAKAKALIMOT GUMAMITI NAUG TAPE HOLDER  PAGENCHA NA PO KAHO  REMARKS/ EVALUATION  i-Alert written only Need day/s suspension(based from handbook & Memo for Major Non-compliance).  PARSON WITH MEASURE  REMARKS/ EVALUATION  Agency/FALP Written Only(based on handbook)  Need day/s suspension(based from handbook & Memo for Major Non-compliance).		· · · · · · · · · · · · · · · · · · ·	211 711 111	amadah ko po Nakahi	MUTAN FOUR ILAGRA	ANG TAPL	
REMARKS/ EVALUATION  i-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).		TOUR PARTY NA	70.				
REMARKS/ EVALUATION  i-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).		***************************************	· · · · · · · · · · · · · · · · · · ·	01/41 - 10 - 10			
REMARKS/ EVALUATION  i-Alert written only Need day/s suspension(based from handbook & Memo for Major Non-compliance).	. /	SA CICINDO PO	14401 114 00	UNITER MEASURE			
REMARKS/ EVALUATION  i-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).	•••••••••••••••••••••••••••••••••••••••	3.04.00	MINDI NE PO	HEO WAKAKALIMOT GO	MAMIT NAUG TAPE HO	WER.	
i-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).  Agency/FALP Written Only(based on handbook)  Need day/s suspension(based from handbook & Memo for Major Non-compliance).		TIMENSAU NE	10 KH10				
i-Alert written only  Need day/s suspension(based from handbook & Memo for Major Non-compliance).  Agency/FALP Written Only(based on handbook)  Need day/s suspension(based from handbook & Memo for Major Non-compliance).							
Need day/s suspension(based from handbook & Memo for Major Non-compliance).			REMAR	RKS/ EVALUATION			
Partings medy Westoms 36	i-Alert writt	en only s suspension(based from h	Agency/F andbook & Memo	ALP Written Only(based or for Major Non-compliance)	n handbook)	A /	
IN THE SUPPLY OF	Pedlope	es M- TAI	ydul Asom		Zro		
Employee Jr Staff Date: 10 00 10 Date: 10 13 10 Supervisor Date: 10 13 10 Date: 1	Employee Date: 10-02-9	17					