



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_PK40544
NAME : Lolo, John Kenneth Janaban
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 11, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day suspension
	12/12/20
Line/Shift	4278/B - Initial
	Noted by: [Signature]
ACKNOWLEDGE BY:	[Signature]
MANAGER	[Signature]
	Signature over Printed name/ Date

This refers to the alleged offense(s) you have committed at 10/7/2020 to name: Lolo, John Kenneth Janaban

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:

To much setting of Wire on downspout hanger

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]
20_PK40544

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP-1A-2010-425

Name: Lolo, John Kenneth
 Position: Associate
 ID Number: 20PK46544
 Batch No.: 313
 Car Model/Line: Honda 1KRA / 312.8

Process: Setter
 Group/Shift: DC / B
 Date/ Time: Oct. 7, 2020 / 8:50
 No. of Offense:
 Superior Name: R. Pesalboni

S. Hernandez
 K. Hernandez

Audited By:

Checked by:

J. Reyes
 J. Reyes

Noted By:

Non-compliance Reference/Document

Control Number:

FALP-CP-ENG-1802

Details of Audit Findings: Too much setting of wire on downspout hanger
ok. rapce Actual: 96 per

WRITTEN EXPLANATION

pasenya na po sa ding malina bawawa na naparami ang pag
secret po ng wire sa hanger dahil po ng advance na ako kasi
po dalawa po ang line ko.

sa cucund po hindi na po mauulit hindi na po ako
mga advance at cucundin ko na po ang tama. Salamat po

2nd offense on the same
process subject for 1 day suspension

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>Lolo John Kenneth</u>	<u>R. Pesalboni</u>	<u>M. Perez</u>	<u>A. Perez</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10-18-20</u>	Date: <u>10-13-20</u>	Date: <u>10/17/20</u>	Date: <u>10/20</u>	Date: <u></u>