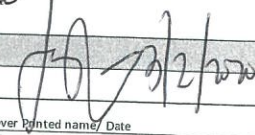
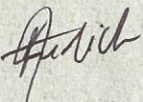




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

<b>PKIMT</b>	
<b>ACKNOWLEDGEMENT FORM</b>	
<b>COMMENTS/ ASSESMENT</b>	
No. Offense:	2nd - 1 DAY SUSPENSION
	4/17/2020
Line	D2MT
	S. M. J. 10
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

TO : 19\_PK30271  
NAME : Landicho, John Paul Nocalan   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 8, 2020

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Landicho, John Paul Nocalan

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:

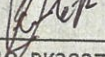
**Not following SOP - Unauthorized repair**

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

onforme:   
19\_PK30271

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2021-0120

☒ AGENCY

Please Specify: PRIME

<u>Intiner</u> n. <u>Primer</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Londicho John Paul

Process: Sub a2-1

Position: Associate

Group/Shift: NS-B

ID Number: 19PM30271

Date/ Time: Jan. 19, 2020 / 10:50

Batch No.: 253

No. of Offense: 1st

Car Model/Line: Daihatsu 2105

Superior Name: S. Velasco

## Details of Audit Findings:

unauthorized Repair /Hidden Repair  
associate pulled the wire inside connector due to encountered mang insertion on conn. FSK-TP-11018 Nike color N/

## WRITTEN EXPLANATION

poinsya na po sa kadalagaan sa aking pagkakamati dahil dalupa po  
po ang aking tiwag kung mabigay po ako ng isang pang pang kadalagaan  
binili po to na gagawin ang pagyayari un po poinsya na po  
Salamat po.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☐ Agency/FALP Written Explanation Only (based from handbook)



Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>Londicho</u> Signature of Employee Date: <u>01/21/20</u>	<u>Engagement</u> Jr. Staff Date: <u>01/21/20</u>	<u>L. J. J.</u> Staff Date: <u>1-22-20</u>	<u>S. Velasco</u> Supervisor Date: <u>1-22-20</u>	<u>G. Magadia</u> Manager Date: <u>1-23-2020</u>
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