



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_PK34834
NAME : Alcantara, Chriszhel Cantos
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	md
	5 days suspension
	1/7-12/21
Line/Shift	5523 -B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/29/2020 to name: Alcantara, Chriszhel Cantos

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 in appearance - Inspector already passed the harness on appearance inspection even there is for minor repair or sequence 16 (exposed wire)

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_PK34834

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PLINT

Name: Christel Alcantara
 Position: Associate
 ID Number: 19PK34834
 Batch No.: 072
 Car Model/Line: Suzuki 72R/ 527

Process: appearance
 Group/Shift: D6-B
 Date/ Time: October, 29, 2020
 No. of Offense: 1st
 Superior Name: E. Laylo

Control No. FALP M 22K 4696

<u>for</u> <u>M. Pootado</u>	<u>Schaefer</u> <u>K. Hernandez</u>	<u>for</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document
 Control Number:

FALP-WI-PRD-1P-007

Details of Audit Findings:

Inspector already passed the harness on appearance inspection even there is for minor repair on seat. It which is expired wire.

WRITTEN EXPLANATION

GOOD AND TRUCK WITH HARNESS NA YON. KASO MUNI INTERLOCK NA MUNI KAMMER KO, MAY
 NAKITA PA MUNI EXPIRED WIRE, PAMAMAN NIYA.

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>for</u> Employee Date: <u>11/11/20</u>	<u>for</u> Jr Staff Date: <u>11-14-20</u>	<u>for</u> Staff Date: <u>11-19-20</u>	<u>for</u> Supervisor Date: <u>11-24-2020</u>	<u>for</u> Manager Date: <u>11/24</u>
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