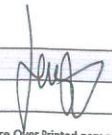




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK30425
Redondo, Raven Ramos 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : September 4, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 days suspension Sept 24-25, 2019
Line	D2106-1
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/6/2019 to name: Redondo, Raven Ramos

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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/Hidden repair

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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_PK30425

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALD-1A-1907-523

☒ AGENCY

Please Specify: PRINT

for <u>PRINT</u> C. 1907	<u>G. Magadia</u>
Audited By:	Noted By:

Name: REDONDO, RAVEN
Position: ASSOCIATE
ID Number: 19PK70425
Batch No.: 254
Car Model/Line: DAIHATSU / 2104

Process: ECT INSPECTION
Group/Shift: NS-A
Date/ Time: JULY 6, 2019
No. of Offense: 2ND OFFENSE
Superior Name: J. ALCANTARA

Audit Findings: UN-AUTHORIZED / HIDDEN REPAIR

Details:

> HE INFORMED HIS JR. STAFF THAT HIS LOCKER KEY IS CAN BE USED TO OPEN THE PNEUMATIC SYSTEM WHEN THEY ENCOUNTERED SKIP PROCESS AT ECT INSPECTION

WRITTEN EXPLANATION

ako po si RAVEN, ECT NG na DAHATSU line 2104 ay nagcuport sa DAHATSU line 2103 at habang nagpapapasa po kami sa mga checker po na "NG" dahil may harness po na nakikipagkita ang dimension at nakatutal na po sa ECT, ngayon ay may-iron akong susi, tinanggap ko sa line leader kung pude kung ito ay akong susi, dahil baka mabubukisan nito ang lock system at hindi naman na line leader na "sag" ito MD hindi ko naman po alam na power mag try ng ibang susi kung sa ECT hindi ko alam kung gagana na ang susi ko duon ang akong kasamang tumbol sa lock system

Remarks/ Evaluation:

Issue Memo / Issue Penalty

[Signature]
Signature of Employee
Date: 07/07/19

R. Mendez
Jr Staff
Date: 07/17/19

J. ATIENZA
Staff
Date: 07/17/19

J. ALCANTARA
Supervisor
Date: 8/21/19

[Signature]
Manager
Date: 8/21/19