



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

**MEMORANDUM NO. HRADM**

TO : 20\_PK39032  
NAME : Salvacion, Randy De Silva  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 6/17/2020 to name: Salvacion, Randy De Silva

**Violation Offense I 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 - Associate continue insertion of wire during DOTSU NG in sub assy 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.

NOTED BY:

PKIMT Management

Conforme:

20\_PK39032

FURUKAWA - Production Operator

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

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1 day Suspension AUG. 18, 2020
Line/Shift	1716
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	





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\_PK39032  
NAME : Salvacion, Randy De Silva  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 6/17/2020 to name: Salvacion, Randy De Silva

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:**

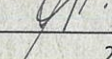
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NOTED BY:

**PKIMT Management**

Conforme:   
20\_PK39032

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2004 1214

☒ AGENCY  
Please Specify: PKIMT

<u>M. G. G. G.</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Solacion Randy Process: Sub Assy  
Position: Associate Group/Shift: NS/A  
ID Number: 20-PK39032 Date/ Time: June 17, 2020 / 06:30  
Batch No.: 301 No. of Offense: 1st offense  
Car Model/Line: Suzuki / 5114 Superior Name: J. Consulta

Non-compliance Reference/Document  
Control Number:

FALP-1A-20-PRO-SA-043

**Details of Audit Findings:** Not following SOP. Associate continue insertion of wire during Dotsu NG in sub assy process.

## WRITTEN EXPLANATION

KAYA KO DO NAGAWA YON, KASE PO DELAY PO ALO AT  
(PAGHAWA) HINDI KO DO NAGAWA DOTSU NA PALA PO KASE HINDI KAHIT  
PO HINDI WRONG INSERT NAG DOTSU PARIN PO. PASENSYA NA PO  
HINDI NA PO MABULLET.

## 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>[Signature]</u> Employee Date: <u>07/03/20</u>	<u>[Signature]</u> Jr Staff Date: <u>7-3-2020</u>	<u>[Signature]</u> Staff Date: <u>7-3-2020</u>	<u>[Signature]</u> Supervisor Date: <u>7-6-2020</u>	<u>[Signature]</u> Manager Date: <u>7-23-20</u>
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## Description

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