



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_PK38417
NAME : De Chavez, Ryan Castillo *dutany*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 4, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS / ASSESSMENT	
No. Offense:	1st
5 days suspension	
3/27-27/2021	
Line/Shift	Smalls / Initia - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name / Date	

This refers to the alleged offense(s) you have committed at **2/21/2021** to name: **De Chavez, Ryan Castillo**

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 Stop-Call-Wait

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_PK38417

FURUKAWA - Production Operator

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



WRITTEN EXPLANATION

DATE 21/02/27
NAME Dechauez Ryan C.
CATEGORY/AGENCY PKINT ID NUMBER: 20-PK38417
LINE NUMBER and SHIFT PDI / Section 1 18
DATE HIRED January 29, 2020
PROCESS _____ Audited By: _____
VIOLATION/DEFECT WRONG TERMINAL
CONTROL NO. _____ OFFENSE NO. 1

EXPLANATION

ROOTCAUSE Nilipat ko po ang barcode na luma sa bagong terminal nung nabusap po ako ng terminal. Binuksan ko po ang bagong terminal at hindi kona po ito pinacheck at hindi ko na din po chineck. basta ko na po kinapit ang lumang pang barcode sa bagong terminal.

LEAKCAUSE

Binuksan ko po ang bagong terminal at kinapit ang pang barcode, hindi kona po chineck yung mismong terminal kasi po wala naman pang pagtutukha ang terminal at nung sinukat ko naman po ang terminal nag parhas lang po ang sukot kaya nagpatuloy po sikosa mass production at wala naman pang naging error or ~~NG~~ kaya po nagpatuloy lang po ako.

COUNTERMEASURE

Bago ko po gamitin ang terminal or wire ay icheck ko muna po kung tama po ba ang actual at kung wala naman pang barcode. mag papare-print po ako para macheck ng leader kung tama ba ang gagamitin tapos at para hindi na po maulit ang gamitang cause.

STAFF REMARKS

RE-ORIENT ASSOCIATE TO FOLLOW SOP. EXPLAIN CLEARLY WHAT WILL BE POSSIBLE CAUSE EFFECT OF BY PASSING SOP IN PROCESS.

SV REMARKS

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Dechauez Ryan C.
Sign of Employee

ISSUED BY:

K. Flores
Jr. Staff

CHECKED BY:

Staff
Staff

VERIFIED BY:

Supervisor
Supervisor

36602-81S00-8-P	59ZP46	453	PIVUS	0.35	Y	691	SSGF	MQSF999-1	40
36602-81S20-8-P	59ZW09	409	PIVUS	0.35	R	702	SSGF	MQSF999-1	10
36602-81S20-8-P	59ZW09	453	PIVUS	0.35	Y	691	SSGF	MQSF999-1	10
36602-81S20-8-P	59ZW09	453	PIVUS	0.35	L	534	J8	MQSF999-1	10
36602-81S20-8-P	59ZW09	453	PIVUS	0.35	W	702	SSGF	MQSF999-1	10
36602-81S20-8-P	59ZW09	453	PIVUS	0.35	B	691	SSGF	MQSF999-1	10
36602-80S60-8-P	59ZW08	560	PIVUS	0.35	L	534	J8	MQSF999-1	35
36602-80S60-8-P	59ZW08	560	PIVUS	0.35	L	534	J8	MQSF999-1	30
36602-80S60-8-P	59ZW08	409	PIVUS	0.35	R	702	SSGF	MQSF999-1	35
36602-80S60-8-P	59ZW08	410	PIVUS	0.35	W	702	SSGF	MQSF999-1	30
36602-80S60-8-P	59ZW08	410	PIVUS	0.35	W	702	SSGF	MQSF999-1	35
36602-80S60-8-P	59ZW08	409	PIVUS	0.35	R	702	SSGF	MQSF999-1	30
36602-80S60-8-P	59ZW08	408	PIVUS	0.35	B	691	SSGF	MQSF999-1	30
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36602-80S60-8-P	59ZW08	453	PIVUS	0.35	W	702	SSGF	MQSF999-1	20
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36602-80S20-8-P	59ZW06	560	PIVUS	0.35	L	534	J8	MQSF999-1	30
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36602-81S00-8-P	59ZP46	408	PIVUS	0.35	B	691	SSGF	MQSF999-1	40
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