

PKIMT

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\_PK30403  
NAME : *Napolitano*  
Napolitano, Erison Lacdao  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 8, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
2 days suspension	
4/6-8/20 to 7/10-11/20	
Line/Shift	H/MSC - A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/19/2019 to name: Napolitano, Erison Lacdao

Violation Offense No. V

Section No. 10

OFFENSES AGAINST COMPANY INTEREST

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:

Non-compliance on Insert pull method

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: *Napolitano*  
19\_PK30403

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

Control No: TAIP-1A-1911-3305

☐ FAS

☒ AGENCY

Please Specify: PLANT

R-augro R. ALLEGRO	 G. Magadia
Audited By:	Noted By:

Name: Napolitano, Erison  
Position: Associate  
ID Number: 19-PL-0403  
Batch No.: 254  
Car Model/Line: Honda / 3115

Process: Sub-Assembly  
Group/Shift: A/NC  
Date/ Time: 11-19-19 / 5:50am  
No. of Offense: First Offense  
Superior Name: R. Ramos

Audit Findings: Not following Insert - Roll method  
Details: Conduct half-inserted, on connector HSE / XSN4 - 2SF LG/ during process

## WRITTEN EXPLANATION

Ako po si Erison Napolitano ng Honda 3115. Ako po ay inaral po ako ng I-Alert dahil daw po sa half-inserted ko di ko pa naman pu totally na insert sa bah ng connector hindi ko pa naman pu napapalasuk yun agad po nila sinabi sakin na naka half insert daw pu ako double crimp po kasi yang wire na yun kanya po hindi ko pa po yun malinsert kasi po hindi kaya ko pa po ang partner ko mag-insert ng kabilang dulo na wire ng light green na double crimp kung yun po ay inaral nila ay buuilingi pu ako ng panmanhig kung ito naman po ang violation.

Anticipation  
Gagawin ko na po ang standard procedure ng hindi na po na edit ulit.

## Remarks/ Evaluation:

Jan. 17, 2020

Admit the audit half insertion-

Erison Napolitano

1/21/2020 - Done Counseling

Signature of Employee  
Date: 11/23/19

Jr Staff  
Date: 11-23-19

Staff  
Date: 11-25-19

Supervisor  
Date: 11-26-19

Manager  
Date: 11/28/19