



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_PK37824
NAME : Gacillos, Gellian Gallembas *fallian*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 1 day Suspension 1/19/21 Date return 1/21/2021 @ 8am
Line/Shift	H775/A
ACKNOWLEDGE BY:	<i>AG</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/20/2020 to name: Gacillos, Gellian Gallembas

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:

Associate enc.fallen parts and directly put it back to parts box without confirmation to superior

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:

gpi
PKIMT Management

Conforme: *fallian*
20_PK37824

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-1A-2010-4500

For: <u>N. Hernandez</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Gelhan Gacillas

Process: Assembly

Position: Associate

Group/Shift: DS/A

ID Number: 20 PR37824

Date/ Time: October 20, 2020/09:00

Non-compliance Reference/Document Control Number:

Batch No.: 294

No. of Offense: 1st offense

FALP- PRD-AP - 101

Car Model/Line: Honda TRX 13125

Superior Name: C. Felimon

Details of Audit Findings:

Not following fallen parts rule. Associate encountered fallen parts (NB-204-15) and directly put it back to parts supply box without confirmation of Jr. Staff.

WRITTEN EXPLANATION

Hindi ko po naman alam na bawal iyon, kasi ako naman po ang nakalaglag ng parts na yun, at hindi ko naman sinusadyang malaglag yun, napasama lang naman yun sa pagkuha ng parts ko. Sa susunod na may malaglag na parts, mag-a-audit ako at ibibigay sa Jr. Staff.

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>Gelhan</u> Employee	<u>C. Felimon Jr</u> Jr Staff	<u>[Signature]</u> Staff	<u>[Signature]</u> Supervisor	<u>[Signature]</u> Manager
---------------------------	----------------------------------	-----------------------------	----------------------------------	-------------------------------