



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 : 17_PK09622
Magbilang, Angelica Manimtim / *magbilang*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : August 6, 2019

PKIMT		ACKNOWLEDGEMENT FORM
		COMMENTS/ ASSESSMENT
No. Offense:	2nd	3 days suspension Aug 20-30, 2019
Line	M126	<i>A</i>
Jr. Staff	<i>gaw</i>	<i>A. Green</i>
Staff	<i>gaw</i>	<i>gaw</i>
ACKNOWLEDGE BY:		
MANAGER		<i>gaw</i> <i>2/14</i>
		Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/3/2019 to name: De Vera, Joshua Victor Montalbo

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(Did not set the connector on reference jig)

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:

gaw
PKIMT Management

Conforme: *gaw*
17_PK09622

FURUKAWA - Production Operator

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



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 : 17_PK09622
Magbilang, Angelica Manimtim *magbilang*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : August 6, 2019

This refers to the alleged offense(s) you have committed at 7/3/2019 to name: De Vera, Joshua Victor Montalbo

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(Did not set the connector on reference jig)

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:

gn
PKIMT Management

Conforme: *magbilang*
17_PK09622
FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-436

☒ AGENCY

Please Specify: PKINT

<i>for P.D.</i> C. BANTISTA	<i>for P.D.</i> G. Magadia
Audited By:	Noted By:

Name: Magbilang, Angelica
Position: Associate
ID Number: 17 PK09622
Batch No.: 142
Car Model/Line: MAZDA / 1126

Process: DIMENSION
Group/Shift: NS/A
Date/Time: JULY 3, 2019 / 12:35AM
No. of Offense: 1ST OFFENSE
Superior Name: G. GARCIA

Audit Findings: NOT FOLLOWING SOP

Details:

on reverse jig
Did not set the connector during double checking of dimension on conn. to protection.
Connector: UFM-14FBCD-GK

WRITTEN EXPLANATION

Di po ako nagseset ng connector sa jig sa kadahilanan na loose po iyang jig pero pinakyat ko na pa iyon sa AME pero nilulubog lang po ulit itsa pero dati naman po ay nagseset ako simula nga lang nang naglase ang jig ay di ko na ito nagseset kasi po bumababa po iyang jig kapag sine-ret ko iyang jig, pero tanyag ko naman po kung sakaling may tanyag man sa gummet. Ngayon naman po ay medyo medyo ayos na iyang jig kaya di na ako medyo nahihirapan nagseset at pinapangalak ko po na itsa ay di ko na ulitin kaya kiti himihihi ko ang malawak ninyang pag-unawa. Maraming salamat po.

Remarks/ Evaluation:

Issue Penalty.

Magbilang
Signature of Employee
Date: 07-13-19

GERONIMO
Jr Staff
Date: 07/10/19

J. Magbilang
Staff
Date: 7/13/19

G. Garcia
Supervisor
Date: 07/16/19

Magbilang
Manager
Date: 7/20