



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_PK40686 *lenie v*
NAME : Esguerra, Lenie De Mesa
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 7, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st for suspension 1 day suspension 10/8/2020 10/14/20
Line/Shift	DOIL initial / A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	G. Kerna
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

8/29/2020

to name: Esguerra, Lenie De Mesa

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 SOP in Welding process (Unauthorized person doing the 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
20_PK40686

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2008-2142

<u>M. Murillo</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Leme Esquerro Process: Welding
Position: associate Group/Shift: OS-A
ID Number: 20PM 40686 Date/ Time: Aug. 29 2020 / 9:05
Batch No.: 318 No. of Offense: 1st
Car Model/Line: Daewoo 00th Initial Superior Name: M. murillo

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Un-authorized Person doing the Process
Associate doing point marking even she's only certified on joint welding process.

WRITTEN EXPLANATION

Ako po si Leme Esquerro ay nauukit nang Aug 29, 2020 sa kadalhangan ng point mark kabit hindi po Certified sa proses na iyun. dahil sa kailangang kailangan na po ang wire na aming pinapoint mark. So I Susunod po ay susunod na po sa Standard pasensya na po.

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>emic n</u> Employee Date: <u>9/01/2020</u>	<u>John</u> Jr Staff Date: <u>09/01/2020</u>	<u>Angela</u> Staff Date: <u>09/01/20</u>	<u>W. Abayan</u> Supervisor Date: <u>9/14/2020</u>	<u>6 RM</u> Manager Date: <u>9/24/2020</u>
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