



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_PK31398
NAME : Surio, Jerick Resurreccion *Jerick*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : September 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd Offense
	1 DAY SUSPENSION
	Oct- 28, 2020
	→ MUSTOY TRANSFER TO OTHER PROCESS
Line/Shift	FURUKAWA 401 STRY
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/12/2020 to name: Surio, Jerick Resurreccion

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:

Un authorized 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]*
19_PK31398

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK31398

NAME : Surio, Jerick Resurreccion

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 3rd Offense

DATE : 28-Sep-20

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

12-Mar-20

to name: Surio, Jerick Resurreccion

Violation Offense : V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

19_PK31398

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKINT

Control No: FAIR-1A-2003-086

<u>M. Urbaw</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Supri Henck
Position: Associate
ID Number: 1004 31398
Batch No.: 257
Car Model/Line: Subaru - 101 / 5124

Process: lay out
Group/Shift: NS-13
Date/ Time: March 12, 2020 / 1:20
No. of Offense: 1st
Superior Name: G. Escalera

Non-compliance Reference/Document
Control Number:

HRBA - 2018-0414

Details of Audit Findings:

Un-authorized person doing the process
Doing layout insertion even no certification badge

WRITTEN EXPLANATION

IPAG PAUMANHIIN NYO PO DAHIL AKO PO AY NA AUDIT SA LAY OUT
INSERTION NA GAWAING HINDI NAMAN PO AKO AUTHORIZED MAKAKAASA PO
KOYO NA HINDI NA PO MAUULIT SALAMAT PO.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>J. Urbaw</u> Employee Date: <u>03-14-2020</u>	<u>G. Escalera</u> Jr Staff Date: <u>03-14-2020</u>	<u>M. Urbaw</u> Staff Date: <u>3-14-2020</u>	<u>J. Reyes</u> Supervisor Date: <u>3/19/20</u>	<u>G. Magadia</u> Manager Date: <u>3/21/20</u>
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