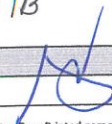




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK30597  
NAME : Bersabe, Noeh Wilbert Borneo  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 3rd Offense  
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
For suspension 5 days suspension 10/6-10/20 change to: Oct. 26-30	
Line/Shift	H-3/24/B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/2/2020 to name: Bersabe, Noeh Wilbert Borneo

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 Lay-out process (Associate caught inserting of wire for re lay-out)**

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:

  
PKIMT Management

Conforme:   
19\_PK30597

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2009-2191

☒ AGENCY

Please Specify: PKINT

<u>L. Caceres</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Noah Wilbert Bersabe  
 Position: associate  
 ID Number: 101640597  
 Batch No.: 255  
 Car Model/Line: # Ona TRA 1312V

Process: Lay out process  
 Group/Shift: DS/B  
 Date/ Time: Sept 21 2020 9:15  
 No. of Offense: 1st offense  
 Superior Name: E. Bello

Non-compliance Reference/Document  
 Control Number:  
FALP-WI-QCA-51-139  
Shilakan Insertion

## Details of Audit Findings:

Not following sup. sub assy associate caught inserting of wire on  
for re lay-out harness in lay-out process.

## WRITTEN EXPLANATION

NA AUDIT PD AKO DATHIL MAY MRE ASSY PD SA BOARD TAPOS MISSING PO  
 ANG JOINT NA BLUE TAPOS PINA LAYUTAN PD SAKEN NI GLADIS nang  
 NILAYLAY OUT KONA PO DINE RECTO KO MA INSERT KASE NASA STATION 13  
 NA PD AT INARASY NA PD ITO.

CM Hindi ko na po ulitin na mag layout at mag insert sa board at  
tatamag na po ako ng Jr Staff o Expert pag may ~~wire~~ na  
nakita at mag hirassy ulit na gaman sa larang 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>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>9-4-20</u>	Date: <u>9-4-20</u>	Date: <u>9-5-20</u>	Date: <u>9/15/20</u>	Date: <u>          </u>