



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\_PK30922  
NAME : Gertez, Melvin Roxas ✓  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : November 14, 2019

| ACKNOWLEDGEMENT FORM              |   |
|-----------------------------------|---|
| COMMENTS/ ASSESMENT               |   |
| No. Offense:                      | 2nd<br>3 days suspension<br>12/3 - 5/2019   |
| Line/Shift                        | CS770-A BS  |
| ACKNOWLEDGE BY:                   |   |
| MANAGER                           |  |
| Signature Over Printed name/ Date |   |

This refers to the alleged offense(s) you have committed at 11/8/2019 to name: Gertez, Melvin Roxas

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- Unauthorized person clicked restart/clear NG on Sub PC

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\_PK30922

FURUKAWA - Production Operator

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






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**MEMORANDUM NO. HRADM**

TO : 19\_PK30922  
NAME : Gertez, Melvin Roxas   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 14-Nov-19

This refers to the alleged offense(s) you have committed at 8-Nov-19 to name: Gertez, Melvin Roxas

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

  
PKIMT Management

Conforme: 

19\_PK30922


FURUKAWA - Production Operator

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



**COMPLIANCE AUDIT REPORT**  
(NS - Pauline P. Agojo)

Date: November 8, 2019

| Item # | Date/Shift     | Process / Area | Actual Image  | Findings/Items for Improvement  | OK/NG | Action  | Category | Operator / Concern Person | Concern Shift | Person Informed              | Group/Department | Person In-charge | Status/Remarks |
|--------|----------------|----------------|---|---|-------|---|----------|---------------------------|---------------|------------------------------|------------------|------------------|----------------|
| 1      | 11/08/19<br>NS | Suzuki 5120    |  | Unauthorized person clicked restart/clear NG after encounter of R-Pull alarm while doing Sub assy operation | NG    | Advised to call attention of authorized person to do such part of sub assy operation; also informed leacers | SOP      | Me vin Gertez (PKIMT)     | B / NS        | Myles Romos/ Abegail Llantos | Suzuki           | Ma'am Kath C.    | for monitoring |

**PKIMT**

OFFENSE: not following SOP


DATE: 11/1/19

**WRITTEN EXPLANATION:**

AKO PO SI GERTEZ, MEDVIN R. KAYA KO LANG NAMAN PO PINATAY YON EH  
KABUKUKAS KO LANG PO NB PC KO SAKA PI NAMAN PO YON N POBL KAYA KO LANG  
NAMAN PO YON NATATAY E WALA PA NAMAN PO AKO KAKIKITA NA EXPERT OR JR. STAFF PO NAMAN  
MAG SAKAL PO AKO YON I GERTZ SINCE KAYA PO WALA PO PO ANG JR. STAFF OR EXPERT PO NAMAN.

**Countermeasure:**

SUSUNOD PO I D KO NA P ULTIM  
NON.

  
MEDVIN R. GERTEZ

Signature over Printed Name / Line