



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\_PK30287  
**NAME** : Atienza, Yen Casama *[Signature]*  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 2nd offense  
**DATE** : March 21, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	For 2 DAYS suspension
	16-17
	4/13/20 21
	R. Balcarva
	3/25
	P2104
MANAGER	<i>[Signature]</i>

This refers to the alleged offense(s) you have committed at **1/18/2021** to name: **Atienza, Yen Casama**

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:

Advance insertion of wire in sub assy

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\_PK30287

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐

FAS

☒

AGENCY

Please Specify: PRINT

Control No: FAIR-11-2101-668

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

Name: Yen Atienza  
 Position: Associate  
 ID Number: 19PR30281  
 Batch No.: 253  
 Car Model/Line: Daihatsu old 2104

Process: sub assy  
 Group/Shift: 1st  
 Date/ Time: January 15, 2021 8:40  
 No. of Offense: 1st  
 Superior Name: J. Reyes

Non-compliance Reference/Document Control Number:

FAIR-11-PRD-SA-043

## Details of Audit Findings:

Advance insertion of wire, associate conduct advance insertion of wire on conn.  
 DL-2FB: white color: W, B, and Gr/ during sub assy process

## WRITTEN EXPLANATION

*Alto po si gaw. Hunge kaga ko po naman nagaub you  
 kasi delay na delay lang po ako kaga nagaub ko nang ~~pag~~  
 mag ~~pag~~ kasi. Nole nyo manalit. sa kumusta.*

## 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>J. Reyes</u> Employee Date: <u>2/9/21</u>	<u>J. Reyes</u> Jr Staff Date: <u>2/9/21</u>	<u>J. Reyes</u> Staff Date: <u>2/9/21</u>	<u>P. B. B. B.</u> Supervisor Date: <u>2-22-21</u>	<u>J. Reyes</u> Manager Date: <u>2/22</u>
--	--	---	--	---