



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\_PK35427  
**NAME** : Buño, Noilza De Torres  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension 1/23/2021 <i>[Signature]</i>	
Line/Shift	CS27 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **10/17/2020** to name: **Buño, Noilza De Torres**

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 assembly process- Caught pulling of wire to hit the VO on reference jig

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**

Inform: *[Signature]*  
**19\_PK35427**

**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-2010-4466

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

Name: Noilza Buño  
 Position: Associate  
 ID Number: 19PK35427  
 Batch No.: 274  
 Car Model/Line: Suzuki YZR 15127

Process: Assembly Process  
 Group/Shift: NC/B  
 Date/ Time: October 17, 2020 / 08:20  
 No. of Offense: 1st offense  
 Superior Name: E-Londo

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PCA 101

## Details of Audit Findings:

wire to hit the VO on reference jig at assembly process. Associate caught pulling of

## WRITTEN EXPLANATION

AKO PO SI NOILZA BUÑO AY GINAWAN NA AUDIT DAHIL SA  
 PAGHILA KO NG V.O NA HINDI NAKATAPAT SA REFERENCE JIG NA GINAWAN  
 NG JIG.  
 SA SUSUNOD PO NA MAY MALI AY TATAWAG SA JR. STAFF

## REMARKS/ EVALUATION

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

<u>Buño</u> Employee Date: <u>11/14/2020</u>	<u>J. Reyes</u> Jr Staff Date: <u>11/14/20</u>	<u>E-Londo</u> Staff Date: <u>11/14-2020</u>	<u>R. Hernandez</u> Supervisor Date: <u>11-21-2020</u>	<u>B. Vugara</u> Manager Date: <u>11/24</u>
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