



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\_PK31301  
NAME : *affonchup*  
Sanchez, Angelo James Soriba  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : October 20, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd - 2 days suspension 11/9-10/2020
Line/Shift	HRDA 3116
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/10/2020 to name: Sanchez, Angelo James Soriba

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 - Associate conduct advance insertion**

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: *affonchup*  
19\_PK31301

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKMT

Control No: FALP-1A-2009-3226

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

Name: Sanchez, Angelo James  
Position: Associate  
ID Number: MPK51301  
Batch No.: 257  
Car Model/Line: Honda Cid / 3110

Process: SAB-ASSY  
Group/Shift: DS-B  
Date/ Time: Sept. 10, 2020 / 10:30  
No. of Offense: 1st  
Superior Name: J. Mendoza

Non-compliance Reference/Document  
Control Number:

FALP-WI-QCA-51-139

## Details of Audit Findings: Not following SOP

Associate conduct advance insertion on ann. YSN-22F Gr1

## WRITTEN EXPLANATION

Ako po si ANGELO JAMES SANCHEZ, na audit po ako sa dahilan na nag advance insertion po ako. Kaya po ako nakapag-advance kasi mag ka dikit pa yung wise at mag katibi lang ang pag insertan. Pati para po basta ko na lang ito hihilahin pag na insert ko na yung isang wise kasi wala pb kaming butfee. Parengya na po hindi na mauulit.

## 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>Angelo James Sanchez</u> Employee Date: <u>09/22/20</u>	<u>B. Kasala</u> Jr Staff Date: <u>09/22/20</u>	<u>J. Mendoza</u> Staff Date: <u>09/23/20</u>	<u>J. Reyes</u> Supervisor Date: <u>09/24/20</u>	<u>[Signature]</u> Manager Date: _____
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