




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_PK30761
Laylo, Nel John Paul Satira 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : May 15, 2019

This refers to the alleged offense(s) you have committed at 4-May-19 to name: Laylo, Nel John Paul Satira

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 follow SOP (No pen mark on wire harness)

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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_PK30761

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(DS - Sheryl O. Duarte)

Date: May 04, 2019

Shift	Process / Acc.	Location	Actual Image	Findings/ Items for Improvement	OK	Action taken	Category	Corrective Action Personnel	Personnel	Personnel
05/04/19 DS 10	Honda line 3114			Found no pen mark on passed tape of wire harness (11 sets) after dimension inspection, not follow sop (lot no.: 597L35)	NG	Informed junior staff regarding the findings and remind assigned members	SOP	Nel John Paul Layla -PKIMT (support) 		Rechie Ramos

PKIMT

DATE: 05/24/17

OFFENSE: _____

WRITTEN EXPLANATION:

Aka po si Nel John Paul S. Laylo ay humihingi ng pasensya, sa kadahilanan ng nakalimutan ko pong lagyan yung iba ng pos. mat. Ipinapangiti ko po na hindi ko na po iyon ulitin. Maraming Salamat po.

COUNTERMEASURE:

Pasensya na po hindi ko na po ulitin.

NEL JOHN PAUL S. LAYLO
Signature over Printed Name

Honda YKRA / 3125

Car Model / Line