



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\_PK29662  
NAME : Villanueva, Jay-AR Agonia  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
For suspension 2 days suspension 10/3-4/20 Oct 28-29	
Line/Shift	11-0114 / B
ACKNOWLEDGE BY:	
MANAGER	
Signature/ver Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/18/2020 to name: Villanueva, Jay-AR Agonia

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 Appearance**

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\_PK29662

FURUKAWA - Production Operator

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

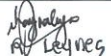


# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: \_\_\_\_\_

Control No: FAIR 14-2008-1785

 R. Leynes	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Jay Ar Villanueva  
Position: Associate  
ID Number: 19 PR 29662  
Batch No.: 250  
Car Model/Line: Honda 3116

Process: Appearance  
Group/Shift: NS-B  
Date/ Time: Aug 18, 2020 / 5:50  
No. of Offense: 1st  
Superior Name: R. Ramos

Non-compliance Reference/Document  
Control Number:

FAIR-WI-PRD-IP-017  
appearance inspection process

## Details of Audit Findings:

un-authorized Hidden Repair, associate caught adding tape on encountered  
insufficient taping on clamp NA-157 near 3rd EA, note: not using minor defect Record checklist but have minor defect, Jr. staff is available on line

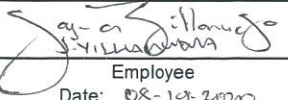
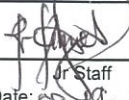
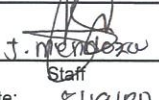
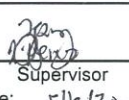

## WRITTEN EXPLANATION

Alko po si Villanueva Jay-ar ay na-audit ng I-alert dahil nagtape po ako  
ng clamp (NA-157-B), tambak po ako noong oras na iyon kaya po  
naipapan ko na ako na tamang po ang nagtape kaya hindi na po  
ako tumawag ng Jr. staff o expert, napilitan lamang naman po ako  
sa aking ginawa hindi ko rin po alam na good pa naman pala  
yang taping sa clamp.

Bilang countermeasure hindi na po ako mag-repair ng sarili at  
tatawagin ko na po ang Jr. staff o expert kung sakali nang  
maka-encounter ako ng defect.

## 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).

 Employee Date: <u>08-19-2020</u>	 Jr Staff Date: <u>08-19-2020</u>	 Staff Date: <u>8/19/20</u>	 Supervisor Date: <u>8/19/20</u>	 Manager Date: <u>8/20</u>
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