



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 : 18_PK28187
NAME : Castro, Jonathan Espina *Je*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 19, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>end</i>
<i>1 day Suspension</i> <i>3/4/2020</i>	
Line/Shift	<i>5:00 - A</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/30/2020 to name: Castro, Jonathan Espina

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- Unauthorized person doing the process

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:

Je
PKIMT Management

Conforme: *[Signature]*
18_PK28187

FURUKAWA - Production Operator


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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK28187
NAME : Castro, Jonathan Espina 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 13-Feb-20

This refers to the alleged offense(s) you have committed at 30-Jan-20 to name: Castro, Jonathan Espina

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:


PKIMT Management

Conforme: 
18_PK28187

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2001-0325

<u>Jonathan E. Castro</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Castro Jonathan
 Position: Associate
 ID Number: 18PK-28187
 Batch No.: 339
 Car Model/Line: Subaru GC7/7106

Process: ECT
 Group/Shift: NS-A
 Date/ Time: January 30, 2020 /11:15
 No. of Offense:
 Superior Name: F. Vergara

Non-compliance Reference/Document
 Control Number:

RRSA-2018-04-14

Memorandum for major non-compliance

Details of Audit Findings: un-authorized person doing the process.
Doing option taping on ECT process even not certified.

WRITTEN EXPLANATION

Kagawol pa kaseh ang partner ko na certified sa option,
tambak na pa kasi kani kaya napilitan na rin po akong
gawin ang process na hindi po ako certified.

2/4/20 - doing done counseling

why? this is included on the memo

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>Jonathan E. Castro</u> Employee Date: <u>02-04-20</u>	<u>FLORENTINA VERGARA</u> Jr Staff Date: <u>02-04-2020</u>	<u>E. Maningas</u> Staff Date: <u>02/04/20</u>	<u>[Signature]</u> Supervisor Date: <u>02/04/2020</u>	<u>[Signature]</u> Manager Date: <u>2/7</u>
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