

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase -A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08.

**MEMORANDUM NO. HRADM**

TO : 19\_PK30408  
NAME : Montañio, Warren Buhay  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : February 19, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day Suspension 4/10/20 now to 7/13/20	
Line/Shift	4/11/20 - 1A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/11/2020 to name: Montañio, Warren Buhay

Violation Offense No. 1

**OFFENSE AGAINST HEALTH AND SAFETY**

Section No. 1

**Failure to follow safety rules and regulations**

**Description:**

**Not wearing goggles during subassy 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:

*[Signature]*  
PKIMT Management

Conforme:

*[Signature]*  
19\_PK30408

FURUKAWA - Production Operator

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

ASSY  
Details

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6368-89 / (043) 405 6407-88

**MEMORANDUM NO. HRADM**

TO : 19\_PK30408  
NAME : Montañño, Warren Buhay *W. Buhay*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 11 Jan-20 to name: Montañño, Warren Buhay

Violation Offense : I

**OFFENSE AGAINST HEALTH AND SAFETY**

Section No. : 1

**Failure to follow safety rules and regulations**

Description :

**Not wearing goggles during sub assy 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:

*GN*  
PKIMT Management

Conformer: *W. Buhay*  
19\_PK30408

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



# I-ALERT WRITTEN EXPLANATION

Control No: FALP-16-2001-0045

☐ FAS

☒ AGENCY

Please Specify: PAINT

<u>R. Alegro</u> <u>R. ALEGRO</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Montano Warren

Position: Associate

ID Number: 19-PK30488

Batch No.: 254

Car Model/Line: Honda / 3114

Process: Sub-Assembly

Group/Shift: A / NC

Date/Time: 01-11-19 / 10:30pm

No. of Offense: Fourth Offense

Superior Name: P. Mangundayao

Details of Audit Findings: Not following SOP  
Not using safety goggles during sub-assembly process (Remarks: Already have)

## WRITTEN EXPLANATION

ako po si warren B. montano na Honda 3114 pasasagap na po kani sa kahilanan na ng audit po ako dahil wala po ako goggles dahil po pagkakatapos po na ng magalit ko kung hindi ko po ginagamit at masakit ng ulo po ako magsi ko pasasagap na po kani hindi po po magalit ito pasasagap na po ubi kung gahat po-

## REMARKS/ EVALUATION

☐ I-Alert Explanation Only ☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>01-21-20</u>	Date: <u>01/21/20</u>	Date: <u>1/21/20</u>	Date: <u>1/24/20</u>	Date: <u>2/3/20</u>