



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_PK30300
Perez, Jonathan Gloriane / *JP*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : September 4, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st 1 day suspension Oct. 3, 2019
Line	D01L 2122 - A / m 9/9
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 08/20/2019 to name: Perez, Jonathan Gloriane

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 following SOP(Conduct advance attachment of STU on hanger,not certified on assy)

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:

JP
PKIMT Management

Conforme: *JP*
19_PK30300

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-4-1908-879

☒ AGENCY

Please Specify: PKMT

<u>Jonathan J. Vintora</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Perez, Jonathan
 Position: Associate
 ID Number: 19PK20300
 Batch No.: 253
 Car Model/Line: Subaru Daihatsu D01L/2122

Process: Option Taping
 Group/Shift: DS/A
 Date/Time: Aug. 20, 2019 15:13pm
 No. of Offense: 1st offense
 Superior Name: D. Benedicto

Audit Findings: Not following SOP

Details:

Conduct advance attachment of STU on hanger, not certified on Assy.

WRITTEN EXPLANATION

Ako po ay humihingi ng pasensya dahil maglalaray po ako ng STU sa hanger. Dahil gusto ko lang pong tumulong sa amin option para ps. makasabay. Dahil po ang maximum set ng hanger ay hanggang 10 sets lang wala na po ako maglalagayan ang leader po kasamin ay naka-partial sa appearance. Kaya ako na po tumulong nangangako po ako na hindi na po ako maglalagay ng STU lalo na po kanya nasa hanger pasensya po ulit di na po ito mauulit saknaw po.

Remarks/ Evaluation:

Issue memo go

SP
 Signature of Employee
 Date: 09-22-19

Jr Staff
 Signature of Employee
 Date: 08/22/19

J. Vinas
 Staff
 Date: 08/23/19

Supervisor
 Signature of Supervisor
 Date: 8/27

Manager
 Signature of Manager
 Date: 8/26

q/m 9/27