



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\_PK20005  
NAME : Dumanig, Mark Anthony Bohol  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : January 25, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	147
2 days Suspension	
2/4/2020 2/10-11/2020	
Line/Shift	Urduki Y01 - B
ACKNOWLEDGE BY:	hell
MANAGER	KLARANTA 1/24/2020
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/12/2019 to name: Dumanig, Mark Anthony Bohol

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 Heatshrink 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:

PKIMT Management

Conforme:   
18\_PK20005

FURUKAWA - Production Operator

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





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\_PK20005  
NAME : Dumanig, Mark Anthony Bohol  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 25-Jan-20

This refers to the alleged offense(s) you have committed at 12-Nov-19 to name: Dumanig, Mark Anthony Bohol

**Violation Offense | 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

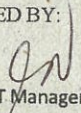
Description :

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NOTED BY:

  
PKIMT Management

Conforme: 

18\_PK20005

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION



FAS

Control No: FAIP-1A-1911-3046



AGENCY

Please Specify: PKMT

<u>R.A. Manjarez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Dumanig, Mark Anthony

Process: Heatshrink

Position: Associate

Group/Shift: NK/B

ID Number: 18-PK00005

Date/ Time: 11-12-19 / 8:48 am

Batch No.: 197

No. of Offense: 1st offense

Car Model/Line: Suzuki Initial

Superior Name: K. Onda

Audit Findings: NOT Following S.O.P

Details:

Too much setting of wire on heatshrink process

## WRITTEN EXPLANATION

Ako po si Mark Anthony Dumanig na nahuli ng cking leader na hindi sumunod sa SOP. Kaya hindi po ako sumunod kasi po marami pong tambak na wire na pang-heatshrink para mobawaran ang aming tambak na wire ang ginawa ko po nagmamamihay po ako ng laray. Para kunti na lang ang matira sa kabilang shift. Ataka po ayaw ko po tumigil ang final gawa po ng basket kapag lagi-lagi po at mayat-maya ang priority nilang pinag-gagawa. Buti po sana kung irang set lang ang ipapaprior nila eh hindi po eh mga 2-3 ibat ibong set ang ipaprior nila kadalasan.

## COUNTER MEASURE

Susunod na po ako sa SOP kahit anong mangyari...

11/27/19 - Conduct Counseling

## Remarks/ Evaluation:

Its not reason not to follow the sop. It may cause another defect

Issue penalty based from FAIP Handbook

[Signature]  
Signature of Employee  
Date: 11-27-19

[Signature]  
Jr Staff  
Date: 11/27/19

[Signature]  
Staff  
Date: 11-27-2019

[Signature]  
Supervisor  
Date: 11-27-2019

[Signature]  
Manager  
Date: 12/1/19