



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\_PK30780  
De Torres, Jonalyn Dela Cruz *Jonalyn*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd
	2 days Suspension
	Sep 6-7, 2019
Line	57102 - A
ACKNOWLEDGE BY:	
MANAGER	<i>Jonalyn</i> / 9-1
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/9/2019 to name: De Torres, Jonalyn Dela Cruz

**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 (Did not conduct barcode 1st before inspection)**

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:**

*Jonalyn*  
**PKIMT Management**

Conforme: \_\_\_\_\_

*Jonalyn*  
19\_PK30780

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1907-413

☒ AGENCY

Please Specify: PKI MT

<u>L. Per Castro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Dr. Torres, Jonathan  
Position: Associate  
ID Number: 19- PK30780  
Batch No.: 255  
Car Model/Line: Subaru / L7102

Process: Dimension  
Group/Shift: A  
Date/ Time: July 09, 2019 / 09:15 PM  
No. of Offense: 2nd Offense  
Superior Name: G. Akersgum

Audit Findings: Not Following SOP

Details:

Not Following barcoding first before inspection

## WRITTEN EXPLANATION

I FORGOT TO BARCODE FIRST BECAUSE OF DIZZINESS..  
AND SOMETIME IF WE HAVE AN A PRIORITY PRODUCT TO OUT  
SOPAL FOR WHAT HAPENED I DIDNT MEAN THAT:

CORRECT MEASURE:

AVOID HAPENED OR REACTION TO PROCESS  
GIVE 100% TO PROCESS AND FOCUS OF ATTENTION

## Remarks/ Evaluation:

Written - Hays

2 days suspension (2nd offense)

Jeffery  
Signature of Employee  
Date: 07-10-19

J. Magadia  
Jr Staff  
Date: 07-16-19

R. Reyes  
Staff  
Date: 08-09-19

G. Magadia  
Supervisor  
Date: 8-14-19

Hays  
Manager  
Date: 8/15