



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 : 20_PK38836
NAME : Atienza Jr., Florencio Falogme
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day Suspension
	12/8/20 - 12/9/20
	Date return: 12/9/20 @ 8:00am
Line/Shift	SS127 / A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/13/2020 to name: Atienza Jr., Florencio Falogme

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:

Advance insertion of wire in sub assy

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:
20_PK38836

FURUKAWA - Production Operator

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

1017

13 05 2021

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-W-2010-4328

M. Malabanan

K. Hernandez

J. Reyes

Audited By:

Checked by:

Noted By:

Name: Mhenzo, Florencio

Position: Associate

ID Number: 20PK38874

Batch No.: 201

Car Model/Line: GIZAKI 2R / 5129

Process: SUB - AUSA

Group/Shift: DLA

Date/ Time: Oct. 15 2020 / 1:10

No. of Offense: 1st

Superior Name: M. MOSCOSO

Non-compliance Reference/Document Control Number:

FALP-W-QCA-51-139

Details of Audit Findings: Advance insertion of wire in sub-unit process

ann. sub / 1510 - 1511 - Gr R/

WRITTEN EXPLANATION

AKALA KO KASE AY NAKIPUL OKAY KAYA NO INSERT KO ANG ISA
DIRR KAYA NAKADYANCE PO AKO BUNDI KO DIN PO KAP AKO NAKATINSIN
AGAD SA PO KAYA N+INSERT KO.

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>[Signature]</u> Employee Date: <u>10/15/20</u>	<u>[Signature]</u> Jr Staff Date: <u>10/15/20</u>	<u>[Signature]</u> Staff Date: <u>10/14/20</u>	<u>[Signature]</u> Supervisor Date: <u>10-16-2021</u>	<u>[Signature]</u> Manager Date: <u>11/14</u>
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