



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 PK29708
NAME : Caballero, Jhon Paul Vergara
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension OCT 28, 2019
Line	CG20-B
ACKNOWLEDGE BY:	
MANAGER	KAMANA 10/21/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/3/2019 to name: Caballero, Jhon Paul Vergara

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:

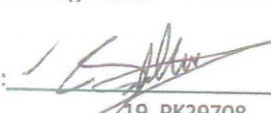
Not following SOP - Doing mass pulling

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: 
19_PK29708

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6386-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29708
NAME : Caballero, Jhon Paul Vergara
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 3-Aug-19 to name: Caballero, Jhon Paul Vergara

Violation Offense I 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 - Doing mass pulling

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:
19_PK29708

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-1398

☒ AGENCY

Please Specify: PKINT

<u>Immyr</u> F-U REYES	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Caballero, Jhan Paul
Position: Associate
ID Number: 19PK-29708
Batch No.: 250
Car Model/Line: SUZUKI 15120

Process: Sub-assembly Process
Group/Shift: DS/B
Date/Time: AUGUST 3, 2019/11:15
No. of Offense: 1st OFFENSE
Superior Name: M. RAMOS

Audit Findings: NON-COMPLIANCE ON INSERT PULL METHOD




Details: DOING MASS PULLING ON CONNECTOR SSG-TSN10-18F

WRITTEN EXPLANATION

NAKAPAG MASS PULLING PO AKO SA KADAHILANAN TUMUONG
PO AKO MAG PC DAHIL WALA PO NAKA PORTION DUON ISA LANG
PO ANG NAG PC SAMIN WALA PONG MAILABAS ISAKA PO
ANG HIRAP PONG HILAHIN WALA PO KC AKONG GIAMIT WA
KALIWANG KAMAT NA COTES. DI NA PO KC AKO SANAY MAG
PC KC ANG PORTION KO PO AT GROMMET AT MANUAL
ANG HIRAP PO KC KAILANGAN MAGMADALI HINDI PO PWEDE
ISA LANG ANG IYONG PORTION. LAGING NAITING ANG LAYOUT.

Remarks/ Evaluation:

Issue Penalty

 Signature of Employee Date: <u>10/07/19</u>	 Jr Staff Date: <u>10/07/19</u>	For: <u>C. Ramos</u> Staff Date: <u>10/07/19</u>	For: <u>De Caba</u> <u>DE CABA</u> Supervisor Date: <u>10/07/19</u>	 Manager Date: <u>10/08/19</u>
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