




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_PK32355 
NAME Hermosa, Eldie Silang >
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE February 19, 2020

ACKNOWLEDGEMENT FORM
PKIMT COMMENTS/ ASSESSMENT
No. Offense: 2nd
1 day Suspension
2/19/2020
9
Carmel Initial →
Signature Over Printed Name Date

This refers to the alleged offense(s) you have committed at 2/5/2020 to name: Hermosa, Eldie Silang

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 followin SOP in Auto Crimping

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_PK32355

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 : 19_PK32355
NAME : Hermosa, Eldie Silang
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 13-Feb-20

This refers to the alleged offense(s) you have committed at 5-Feb-20 to name: Hermosa, Eldie Silang

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 :

Not followin SOP in Auto Crimping

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_PK32355

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIP # 2002-0450

<u>R.A. Manjarez</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Hermosa, Eldie
 Position: Associate
 ID Number: 1APK 32355
 Batch No.: 262
 Car Model/Line: Cuban / TRD126

Process: Auto clamping
 Group/Shift: NS-A
 Date/ Time: Feb. 5, 2020 11:20
 No. of Offense: 1st
 Superior Name: M. Saludo

Non-compliance Reference/Document
 Control Number:

Cutting and clamping
FAIP-WI-ENG-CC-008

Details of Audit Findings:

Not following SOP
Associate got wire lot on other wire rack due to no available wire lot on her wire rack.

WRITTEN EXPLANATION

Kaya po ako kumaha ng ibang wire lot sa ibang wire rack kasi po nag-
mamadali na po ako nun kaya hindi na po ako naka pag-reprint at isa pa
po nito ng mga tao sa System Area nag ni-meeting po sila nun kaya po hindi na
po ako nag pa-print at sa sobrang delay na po ako nun time na yun kasi
po naradon time na po ako gawa ng nag-parepair po ako ng applicator
nahigit ita po ang nakalipas kaya po nanyas.

Sa Susunod po magpaprint na po ako kabit na po madam-
hine na.
2/11/20 Donna C. Canselin

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FAIP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02/05/20</u>	Date: <u>02/04/2020</u>	Date: <u>02/04/2020</u>	Date: <u>02/07/2020</u>	Date: <u>2/11/20</u>