



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd Offense - 1 day suspension
	AUG. 5, 2020
Line/Shift	1716
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

MEMORANDUM NO. HRADM

TO : 18_PK27855
NAME : Mendoza, Noriel Barbosa
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd Offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 7-Feb-20 to name: Mendoza, Noriel Barbosa

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 - Associate conduct processing of micro switch instead of using acrylic jig on shiage 2 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_PK27855

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_PK27855
NAME : Mendoza, Noriel Barbosa
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 07/02/2020 to name: Mendoza, Noriel Barbosa

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

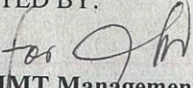
Description:

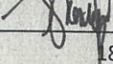
Not Following SOP - Associate conduct processing of micro switch instead of using acrylic jig on shiage 2 process

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
18_PK27855

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-14

☒ AGENCY

Please Specify: PRINT

<u>Oleg</u> C. Redondo	<u>K. Hernandez</u> K. Hernandez/J. Reyes	<u>G. Magadia</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Mendoza, Noriel
Position: Associate
ID Number: 189K1855
Batch No.: 239
Car Model/Line: Suzuki 1 till

Process: Shige 2
Group/Shift: D-A
Date/ Time: July 21 2020 / 10:50
No. of Offense: 1st
Superior Name: R. Mear

Non-compliance Reference/Document
Control Number:
FAIP- H2CA -2018-0414

Details of Audit Findings:

Not following SOP

associate conduct pressing of micro switch instead of using acrylic jig on shige 2 process

WRITTEN EXPLANATION

AKO PO AY DI GUMAMIT NG ACRYLIC JIG SA KADAHILANAN PO
NA MAHIRAP PO MAG PASS SA IPCS KASE PO BAKA PO AKO MATAMBAKAN
KASE PO AKO LANG PO KASE ANG MAG ISA SA PROCESS KO
KAYA PO AKO AY DI MAGAMIT NG ACRYLIC JIG.

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>07/03/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>7-4-2020</u>	<u>[Signature]</u> Staff Date: <u>7-4-20</u>	<u>[Signature]</u> Supervisor Date: <u>7-6-2020</u>	<u>[Signature]</u> Manager Date: <u>7-23-20</u>
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ON	DATE PREPARED	Notice to explain	Penalty
ate did not follow	29/02/2020	Notice to explain	Written Warning
ate process instead of using	16/03/2020	Notice to explain	Written Warning
ss	7/30/2020	Notice to explain	Notice for Suspension

Summary of Violation

NAME	DATE COMMITTED	No. of Offense	DISCRIPTION	DATE PREPARED	Notice to explain	Penalty
Mendoza, Noriel Barbosa	22/01/2020	1st offense	Not Following SOP - Associate did not follow Barcode First (Dimension)	29/02/2020	Notice to explain	Written Warning
Mendoza, Noriel Barbosa	03/03/2020	2nd Offense	Not following SOP in Shiage process	16/03/2020	Notice to explain	Written Warning
Mendoza, Noriel Barbosa	07/02/2020	3rd Offense	Not Following SOP - Associate conduct processing of micro switch instead of using acrylic jig on shiage 2 process	7/30/2020	Notice to explain	Notice for Suspension