



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_PK27225
NAME : *Regine Montuano*
Flores, Regine Montuano
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 18, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>and - 1 day suspension</i> <i>11/9/2020</i>
Line/Shift	<i>HONDA TRKA INITIAL</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/9/2020 to name: Flores, Regine Montuano

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 Stop-Call-Wait

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:

[Signature]
PKIMT Management

Conforme: *Regine Montuano*
18_PK27225

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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AGENCY

Please Specify: PKMT

Control No: FALP-1A-2019-3223

<i>From</i> R. Manjarez	<i>(Signature)</i> K. Hernandez	<i>(Signature)</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Flores, Regine
Position: Associate
ID Number: 18PK2722
Batch No.: 233
Car Model/Line: Honda TRX / Initial

Process: Manual Cumping
Group/Shift: PS-B
Date/ Time: Sept. 9, 2020 / 9:31
No. of Offense: 1st
Superior Name: K. Pabunan

Non-compliance Reference/Document

Control Number:

FALP-WI-ENG-MC-001

Details of Audit Findings:

Not following STOP CALL and WAIT Associate directly cut the terminal due to encountered insulation remaining. No recharging provided. No white tag attached.

WRITTEN EXPLANATION

Ako po si Regine Flores ay naudat sa hindi pag sund sa SOP sa kadaluyan. Ako ay nagpahat ng insulation remaining. Balut sa kila ay nagmamalaki dahil kailangan ng damang work na SO.

Countermeasure: Sa sukunod po ay hindi na ako magagagala kahit magmadali ako tatawag na po ako ng JR STAFF.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<i>(Signature)</i> Employee	<i>(Signature)</i> Jr Staff	<i>(Signature)</i> Staff	<i>(Signature)</i> Supervisor	<i>(Signature)</i> Manager
Date: _____	Date: 09/11/20	Date: 09/19/20	Date: 09/25/2020	Date: _____