



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_PK41401
NAME : Mangubat, Via Ramos
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : November 11, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension 11/20/20 more to 12/17/20 Mangubat OA return on 12/18/2020 Line/Shift CS23 / A	
ACKNOWLEDGE BY:	
MANAGER	B. Kanitz
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/2/2020 to name: Mangubat, Via Ramos

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 in inspection 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: Via Ramos Mangubat
20_PK41401

FURUKAWA - Production Operator

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

i-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: PRINT

 Control No: FAMP-1A-2010-402E

<u>John L. Arriano</u>	<u>Leandro K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Mangubat, Via
 Position: Associate
 ID Number: 20 PK 41401
 Batch No.: 318
 Car Model/Line: Suzuki YD1 / 5123

Process: Quality Assurance
 Group/Shift: NC-A
 Date/ Time: Oct. 02, 2020 / 03:55
 No. of Offense: 1st Offense
 Superior Name: R. Alarcon

 Non-compliance Reference/Document
Control Number:

FAMP-7D - QCA-10002

Details of Audit Findings:

Not following Visual Inspection Rule - SA inspector used wrong master sample vs. actual harness during inspection
OK: 36620-72740-1-P Actual: 36620-72750-1-P

WRITTEN EXPLANATION

Hindi ko napo napansin na magkaiba pala ng running product ang appearance sa kadahilanan 5 mins. before na po ng umiwan yun at pandalasan natin kami at isiningit lang Syang isang product galing repair, lapses ko naman po yun. Hindi ko din po sinasadya na hindi magpalit ng master sample. Nagkataon lang po na hindi ko na talaga nacheck ang aking running product vs. master sample. Kaya after na makita namin ng kabama ko na magkaiba pala ang aming master vs. Actual ay agad naman naming ni re-inspect ang harness para sa assurance.

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>Via Ramos Mangubat</u>	<u>M. Mendoza</u>	<u>J. P. Arriano</u>	<u>Leandro K. Hernandez</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10-2-20</u>	Date: <u>10-28-20</u>	Date: <u>10/29/20</u>	Date: <u>10/29/2020</u>	Date: _____