



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_PK30527
Dimailig, Darren Cupo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/19/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension Oct 9, 2019
Line	D2116 / A
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/2/2019 to name: Dimailig, Darren Cupo

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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- Unauthorized repair

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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_PK30527

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: 7A12-1A-1009-1071

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AGENCY

Please Specify: Primi

<u>C. Redondo</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Rimailig, Warren
 Position: Associate
 ID Number: 19-PR 30527
 Batch No.: 254
 Car Model/Line: Dodge / 211W

Process: Shiage
 Group/Shift: NG / A
 Date/ Time: Sept 2, 2019 6:30
 No. of Offense: 1st
 Superior Name: R. Dagio

Audit Findings: Un authorized repair / hidden repair

Details: used clamptail to remove excess tape on chiage process.

WRITTEN EXPLANATION

NAHULI PO AKO NA GUMAGAMIT NG CLAMPTAIL, PARA TANGGALIN ANG EXCESS TAPE SA BATTERY. MAHABA PO KASE ANG PA TAPE NA MAKALAGAY SA BATTERY. HINDI (HU) PO KASE KAYA NG KAMAY KUNG TATANGGALIN ANG TAPE KAYA GUMAMIT AKO NG CLAMPTAIL.

Remarks/ Evaluation:

Must stop-call wait when encountered abnormality

Issue memo.

<u>[Signature]</u>
Signature of Employee
Date: <u>09-05-19</u>

<u>[Signature]</u>
Jr Staff
Date: <u>09-05-19</u>

<u>[Signature]</u>
Staff
Date: <u>09-05-19</u>

<u>[Signature]</u>
Supervisor
Date: <u>9/5</u>

<u>[Signature]</u>
Manager
Date: <u>9/11</u>

9/11