



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Phi

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:			
3rd Offense - 1 day SUSPENSION			
Aug. 25, 2020 <i>[Signature]</i>			
Line/Shift		V720	
ACKNOWLEDGE BY:		<i>[Signature]</i>	
MANAGER		KATHERINE O. CABRERA	
Signature Over Printed name/ Date			

MEMORANDUM NO. HRADM

TO : 19_PK36998

NAME : Dela Cruz, Zareen Barcelonio *[Signature]*

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 6/16/2020 to name: Dela Cruz, Zareen Barcelonio

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 did not apply markings on passtape

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: *[Signature]*
19_PK36998

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_PK36998

NAME : Dela Cruz, Zareen Barcelonio *g/dela Cruz*

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 6/16/2020 to name: Dela Cruz, Zareen Barcelonio

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

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: *g/dela Cruz*
19_PK36998

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2004-

☐ AGENCY

Please Specify: PLMIS

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

Name: Dela Cruz, Zares
 Position: Associate
 ID Number: 19PL0998
 Batch No.: 284
 Car Model/Line: Suzuki 701/1520

Process: ECT
 Group/Shift: - NS/A
 Date/ Time: June 16, 2020 / 09:45
 No. of Offense: 1st offense
 Superior Name: R. Morasigan

Non-compliance Reference/Document
 Control Number:
FALP-WI-PRD-CI-058
Continuity Inspection Process

Details of Audit Findings: Not following SOP. Associate did not apply markings on passtape.

WRITTEN EXPLANATION

Ako po si Zares Dela Cruz ay nakulong hindi magpepenmark sa kahalibnan na tambak po ang sinusuport ko dahil! Absent ang nakaport na door. at tambak narin po ako kaila sa sobrang pagmamadali ko ay nakakalimutan kona ang pagpepenmark sa passtape.

Sisiguraduhin ko po na kahit po ako ay tambak Hinding Hindi ko na po kakalimutan magpepenmark pasensy a na po sa aking nagawa.

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>Dela Cruz</u> Employee Date: <u>07-03-2020</u>	<u>R. Morasigan</u> Jr Staff Date: <u>7-3-2020</u>	<u>1. L. H.</u> Staff Date: <u>7-9-2020</u>	<u>S. Hernandez</u> Supervisor Date: <u>7-6-2020</u>	<u>G. Magadia</u> Manager Date: <u>7-22-20</u>
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DATE PREPARED	Notice to explain	Penalty
20/02/2020	Notice to Explain	Written Warning
12/03/2020	Notice to Explain	Written Warning
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
Dela Cruz, Zareen Barcelonio	24/01/2020	1st offense	Not Following SOP	20/02/2020	Notice to Explain	Written Warning
Dela Cruz, Zareen Barcelonio	27/01/2020	2nd offense	Using white slit tape on clamp jig at ECT process	12/03/2020	Notice to Explain	Written Warning
Dela Cruz, Zareen Barcelonio	6/16/2020	3rd Offense	Not Following SOP - Associate did not apply markings on passtape	7/30/2020	Notice to explain	Notice for Suspension