



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_PK29773
Faraon, Erny Renz Mercado *faraon*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : 9/19/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: 2nd	
1 day suspension	
Oct 16 2019	
move to Nov. 4, 2019	
reason: Tight schedule of shipment S. BURGOS	
Line 02116 / A	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/3/2019 to name: Faraon, Erny Renz Mercado

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- Inconsistent in doing point to point system & comparing to master sample

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*

19_PK29773

FURUKAWA - Production Operator

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

ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FA 12-1A-1909-1073

☐ AGENCY

Please Specify: PKINT

<i>D. Tiron</i> Audited By:	<i>G. Magadia</i> Noted By:
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Name: Faraon, Erny Renz
Position: associate
ID Number: 19PK29772
Batch No.: 250
Car Model/Line: 2011 / 2114

Process: appearance
Group/Shift: NA / A
Date/ Time: Sept 3, 2019
No. of Offense: 1st 4 2nd
Superior Name: R. Logic

Audit Findings: not following SOP

Details:

inconsistently performed point to point system and not comparing to master sample during process.

WRITTEN EXPLANATION

AKO PO SI ERNY RENZ FARAON APPEARANCE NG LINE 2114.
ALAM KO PO ANG NALABAG KONG VIOLENCE NAGAWAKO NARIN PO
DAHIL SA DAMI PO NG HARNESS, NA PREASURE PO KASI AKO
DAHIL HABAGA PA PO ANG OUTPUT PERO MALAPIT NAPO MAG
TIME SO SA PAGMANADAG KO PO DI KO NA PO NA PERFORM ANG
POINT TO POINT SYSTEM PAUMAHANEN PO AT SALAMAT!

Remarks/ Evaluation:

Issue memo

<i>Faraon</i> Signature of Employee Date: <u>14-05-19</u>	<i>J. Vinas</i> Jr Staff Date: <u>07-05-19</u>	<i>J. Vinas</i> Staff Date: <u>09-05-19</u>	<i>R. Logic</i> Supervisor Date: <u>7/5</u>	<i>G. Magadia</i> Manager Date: <u>9/5</u>
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