



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\_PK29576  
NAME : Ramirez, Jomar Rellama  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 8, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day suspension	
2/24/20	
Line/Shift	519 - ADS
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Ramirez, Jomar Rellama

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 Sub assy 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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK29576

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP - 1A-2001-0126

<u>MARY ANN CANGA</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Jomar Ramirez  
 Position: Associate  
 ID Number: 9 - PK 29576  
 Batch No.: #250  
 Car Model/Line: SWAZUKI / L5119

Process: SLA Process  
 Group/Shift: Shift A / DS  
 Date/ Time: January 19, 2020 / 8:40 AM  
 No. of Offense: 1  
 Superior Name: Rosell Managuan

Details of Audit Findings: Non-compliance on INSERT-PULL method. Associate caught advanced insertion on con. 05G/KN10-18M, R/ 0-12, Schikakari #125.

## WRITTEN EXPLANATION

Ako po si Jomar Ramirez ay Sub Assy ng 5120 na support sa 5119 ng nahuli na Advance Insertion kayo po ako Advance Akala ko po maka Insert na ang ~~Partner~~ partner ko kayo po Ako nag Insert na yun po pala ay hindi po hindi po kasi ako magtingin sa pc.

pasensya na po sa sugnal po titingin na po ako sa pc hindi na po manulit. Always follow standard operating procedure

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u>	<u>Optm</u> <u>O Espiritu</u>	<u>lc</u> <u>1-21-20</u>	<u>P. Sancen</u>	<u>[Signature]</u> <u>R. Catala</u>
Signature of Employee Date: <u>01/21/2020</u>	Jr.Staff Date: <u>01-21-20</u>	Staff Date: <u>1-21-2020</u>	Supervisor Date: <u>1-21-2020</u>	Manager Date: <u>01/23/2020</u>

1/21/2020 - done in compliance - 1 day suspension OK