



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_PK37882
NAME : ^{Rafael} Flores, Reyza Chavez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 10, 2020

ACKNOWLEDGEMENT	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
Line/Shift	2 day suspension
ACKNOWLEDGE BY:	12/1-2/20
MANAGER	Def return: 12/3/20 @ 7am
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/28/2020 to name: Flores, Reyza Chavez

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 - Associate not using matrix on box during option 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:

^{gm}
PKIMT Management

Confirms: ^{Rafael}
20_PK37882

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRIMT

Control No: FALP-1A-2009-3850

<u>J. Penaranda</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Royza Flores
Position: Associate
ID Number: 20PK37882
Batch No.: 2921
Car Model/Line: Honda TKRA / 3130

Process: option taping
Group/Shift: DS/B
Date/ Time: September 28 2020 / 11:40
No. of Offense: 1st offense
Superior Name: M. Macdal

Non-compliance Reference/Document
Control Number:

Falp-WI-GRA-BT-20
option taping procedure

Details of Audit Findings:

Non compliance during option process on box during option process. Associate not using matrix

WRITTEN EXPLANATION

AKO PO SI ROYZA FLORES AY NAUDIT SA KIDAHILANAN PONG NAKALUMITAN KO ILAPAY ANG TAPE SA TAPE HOLDER. NAGKITAON PO NASIRA ANG TUSE IMPOR NUN. TAS MAKARON PO NANG TAMBANGAN FOR OPTION WALA NARI PO MAIOTRUT ANG APPARATUS SA PAMAMADALI KO PO NAKALUMITAN KONA ILAPAY ANG TAPE SA TAPE HOLDER. PASALAG NA PO.

COUNTER MEASURE

SA SUSUNOD PO HINDI NA PO AKO MAKAKALUMITOT GUMAMIT NANG TAPE HOLDER PASAUS-IA NA PO KATO...

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

☐ Agency/FALP Written Only(based on handbook)

<u>R. Flores</u> Employee Date: <u>10-02-20</u>	<u>M. Macdal</u> Jr Staff Date: <u>10-7-20</u>	<u>N. De Torres</u> Staff Date: <u>10/3/20</u>	<u>2009</u> Supervisor Date: <u>10/3/20</u>	<u>10</u> Manager Date: _____
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