



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_PK30143
NAME : *[Signature]* Maldonado, Joel Ronquillo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 7, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	For suspension
	10/19/20
	<i>[Signature]</i> 10/28/2020
Line/Shift	DEIL initial / B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/15/2020 to name: Maldonado, Joel Ronquillo

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 Joint Crimping (Associate did not measuring on beginning of c/m and 1/H during mass production

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_PK30143

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: OKINT

Control No: FALP. 1A-2009-3514

<u>G. Hernandez</u> M. MARILLON	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Maldonado Joel
Position: associate
ID Number: 19 Apr 30 143
Batch No.: 252
Car Model/Line: Daihatsu Delt initial

Process: Joint crimping
Group/Shift: NS-B
Date/ Time: Sept 15, 2020 / 8:09
No. of Offense: 1st
Superior Name: M. Villanueva

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Not following SOP, associate did not measuring on beginning of C/H
and 1/4 during mass production.

WRITTEN EXPLANATION

Aku no si DEL R. MALDONADO ay na audit dahil
Hindi po ako nakapagukat ng C/H at 1/4 at nakapag-crump
na po ako ng ilang biraso nun kaya ko po nagawa yun dahil napatapat
nadin po kung tayo na yun, kaya po sa susunod magisukat na ako
at panging magmomomentul sa pc ngay hindi na ito mauit po

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>[Signature]</u> EMPLOYE Date: <u>9/22/20</u>	<u>[Signature]</u> JR. Staff Date: <u>9/22/20</u>	<u>[Signature]</u> Staff Date: <u>9/22/20</u>	<u>[Signature]</u> Supervisor Date: <u>9/23/2020</u>	<u>[Signature]</u> Manager Date: <u>9/29/20</u>
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