



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_PK31325
NAME : Belamide, Mary Joy Recio
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	fst 2nd
Written warning	
3 days suspension	
10/19 - 21/20	
Line/Shift	H-3124 / B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

9/3/2020

to name: Belamide, Mary Joy Recio

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:

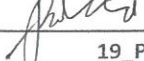
Not following SOP in Lay-out process (Not using fingercoats during lay-out process)

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:


PKIMT Management

Conforme: 
19_PK31325

FURUKAWA - Production Operator

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

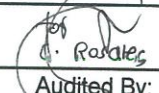


I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: #AIP-14-2009-3011

 J. Radales	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Belandier, Mary Rose Rejo

Position: Associate

ID Number: 19PK21325

Batch No.: 257

Car Model/Line: Honda TRX 1300

Process: Sub Area layout

Group/Shift: DC-B

Date/ Time: Sept 2, 2009 6:07

No. of Offense: 14

Superior Name: P. Castillo

Non-compliance Reference/Document

Control Number:

FACP-W1-QCA-CI-139

Details of Audit Findings:

Not following SOP

Associate did not use finger cots during layout process.

WRITTEN EXPLANATION

NA AUDIT PO AKO DAHIL BAGBABASA PO ANG AKING KAMAY SA COTS EH KUNG GLOVES NAMAY PO, HINDI PA NAMAY PO BAGPAPALITAN KAYA PO WALA PA KUNG MAGAMIT PURO BUTAS PA PO ANG MASA LOCKER.

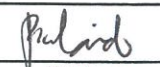

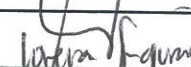
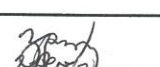

SA GUSUNOD PO PALAGI PA PONG BAGAMIT NG GLOVES OR COTS DURING LAY OUT PROCESS.

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).

 Employee	 Jr Staff	 Staff	 Supervisor	 Manager
Date: 09/04/20	Date: 9/4/20	Date: 9/4/20	Date: 9/11/20	Date: _____