



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\_PK33654  
NAME : Garcia, Danielle Joyce Villas  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 25, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1 DAY SUSPENSION
	3/10/2020
Line	FURUKAWA YZR INITIAL / B
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/25/2020 to name: Garcia, Danielle Joyce Villas

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:**

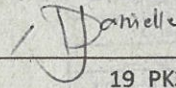
**Un-authorized Person doing the Process**

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\_PK33654

FURUKAWA - Production Operator

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





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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK33654  
NAME : Garcia, Danielle Joyce Villas  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 1st Offense  
DATE : 20-Feb-20

This refers to the alleged offense(s) you have committed at 25-Jan-20 to name: Garcia, Danielle Joyce Villas

Violation Offense | 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 :

**Un-authorized Person doing the Process**

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This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme: \_\_\_\_\_

19\_PK33654

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLINT

Control No: FAP-1A-2061-0264

<u>I. Capatana</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Garcia, Danielle Joyce

Position: Associate

ID Number: 19PK33654

Batch No.: 272

Car Model/Line: Suzuki 72R /initial

Process: Joint Taping Process

Group/Shift: NS/B

Date/ Time: January 25, 2020 10:10

No. of Offense: 1st offense

Superior Name: I. Castro

Non-compliance Reference/Document  
Control Number:

HRSA -2016-04-14  
MEMORANDUM FOR NON COMPLIANCE

**Details of Audit Findings:** Un-Authorized Person doing the Process  
doing joint taping process without authorization badge

## WRITTEN EXPLANATION

pagmamuhin po ninyo kung nahuli akong nag-tape sa joint taping na hindi  
guman ako certified ang dahilan po kanya ko ginamit yun ay sa kagustuhan ko  
lang makatulong. Nagkaroon lang po na tape pa akong guman po kaya po ako  
nag-tape.

## 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).

<u>Danielle</u>	<u>Lorelie Castro</u>	<u>A. Amador</u>	<u>L. Amador</u>	<u>V. Ricas</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>January 28, 2020</u>	Date: <u>01/28/2020</u>	Date: <u>1/28/2020</u>	Date: <u>01/28/2020</u>	Date: _____