

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 : 18_PK28074
San Luis, Nelsa Banay *imposed*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 27, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd 6 days suspension
	Capt. 9-14, 2019
Line	D2104-3
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/22/2019 to name: San Luis, Nelsa Banay

Violation Offense No.V**OFFENSES AGAINST COMPANY INTEREST****Section No. 14**

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 (Dimension inspector support ECT inspection without permission/instruction of her Jr.Staff)

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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]*

18_PK28074

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-5914

☒ AGENCY

Please Specify: PKINT

<u>R. Talamon</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: San Luis, Nelsa
 Position: Associate
 ID Number: 17PK28674
 Batch No.: 238
 Car Model/Line: Daihatsu 2104

Process: ECT
 Group/Shift: NS/B
 Date/ Time: July 22, 2014 01:15
 No. of Offense: 1st offense
 Superior Name: G. Lattre

Audit Findings: Not following SOP

Details:

Dimension Inspector support ECT inspection without permission/instruction of her Jr. staff.

WRITTEN EXPLANATION

Ako po ay humingi ng paumanhin kung nakapag support po ako sa ECT na walang pahintulot ng aking line leader ng Jr. staff. Ako po ay nag support sa ECT na walang charging point dahil tambak po ang ECT naang nag kaaran po sila ng NG. kanya naisipan ko pong i support. Hindi ko po pa mulitang sa support sa ECT na walang pahintulot ng Jr. staff at walang charging point. Humingi ko po ang inyong pakikilala sa pang. ugnawa. Maraming salamat po.

Remarks/ Evaluation:

Please issue written warning.

Issue penalty!

<u>[Signature]</u> Signature of Employee Date: <u>7-30-14</u>	<u>[Signature]</u> Jr Staff Date: <u>8-1-14</u>	<u>[Signature]</u> Staff Date: <u>8-1-14</u>	<u>[Signature]</u> Supervisor Date: <u>8/1/14</u>	<u>[Signature]</u> Manager Date: <u>8/1/14</u>
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