



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_PK31811
Gomez, Sarah Jane Catipan ✓

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 26, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS	
No. Offense: 1st - 1 DAY SUSPENSION Sept. 26, 2019	
Line PURBARI ECT 7112	
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date #18-27

This refers to the alleged offense(s) you have committed at 7/24/2019 to name: Gomez, Sarah Jane Catipan

Violation Offense No.V

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 follow Stop-Call-Wait

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:

PKIMT Management

Conforme: S. Gomez
19_PK31811

FURUKAWA - Production Operator

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



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_PK31811

Gomez, Sarah Jane Catipan *SJ Gomez*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 24-Aug-19

This refers to the alleged offense(s) you have committed at 24-Jul-19 to name: Gomez, Sarah Jane Catipan

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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 follow Stop-Call-Wait

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: *SJ Gomez*
19_PK31811

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1107-009

☒ AGENCY

Please Specify: PKMT

<u>Nintora</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Gomez, Sarah Jane
Position: Associate
ID Number: 19-PK31551
Batch No.: 260
Car Model/Line: Subaru GC7/7112

Process: Parts Distribution
Group/Shift: DS/A
Date/ Time: July 24, 2019 / 7:45pm
No. of Offense: 1st offense
Superior Name: C-Ebro

Audit Findings: Not following Stop, call and wait

Details: Directly give the parts on Assy associate due to looking parts in assembly process.

WRITTEN EXPLANATION

KATAPOS KO LAIL, PO MAGLAGAY NG PARTS SA TAPER BOX KC WHA
LAMAYAN. DALAWA BEBES SYA TUMAWAG. UMARAP NA PO SYA UN INABUTAN
KO SYA DI NAMAN DELAYED NG ADVANCED PO SYA...

DI KO NA PO MULI NA... SUSUNOD NA PO AKO SA
STOP, CALL, WAIT (PAREY) PROCEDURE

Remarks/ Evaluation:

Written

→ please lose penalty.
This can cause serious problem.

Sarah Jane C. Gomez
Signature of Employee
Date: 07/25/19

PRECIOUS
Jr Staff
Date: 07/25/19

KAREN + CARA
Staff
Date: 07/26/19

K. P. 2
Supervisor
Date: 7/28/19

Hayes
Manager
Date: 8/2