



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\_PK27856  
Maniego, Gladys Ann Casuco - *Maniego*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd offense

DATE : 9/10/2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: 3rd 3 days suspension Sept 19, 2019 19-21-2019 #023-25	
Line 5701-R	
ACKNOWLEDGE BY:	
MANAGER	<i>Maniego</i> / 9-13
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/3/2019 to name: Maniego, Gladys Ann Casuco

**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 - Unauthorized person doing the process**

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:**

*Maniego*  
**PKIMT Management**

Conforme: / *Maniego*  
18\_PK27856

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1908-729

☒ AGENCY

Please Specify: PKMT

<u>J. de Castro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Maniego Gladys Ann  
Position: Associate  
ID Number: 12-PKMT 856  
Batch No.: 257  
Car Model/Line: Silver / L7101

Process: Dukumi  
Group/Shift: DK-B  
Date/Time: Aug. 22, 2019 / 01:35 PM  
No. of Offense: 1st Offense  
Superior Name: E. Olano

## Audit Findings:

Details: Unauthorized associate do the process.  
The associate do the dukumi taping, only certified in sub PC.

## WRITTEN EXPLANATION

Kaya ko po nanguna ang maghikumi sa kadahilananang kami po ay delay na saka yung nap tau po na nakatajo doon ay absent sa kagustuhan ko po na tumulong alam ko po na yun ay mali sana po ay mauunawaan nyo po ako sa chucked po ay hindi na po ako gagawa ng hindi ko process.

## Remarks/ Evaluation:

1 day suspension

Gladys Ann Maniego  
Signature of Employee  
Date: 8/16

E. Olano  
Jr Staff  
Date: 8/16/19

G. Magadia  
Staff  
Date: 08/17/19

D. Perez  
Supervisor  
Date: 8/19/19

H. [Signature]  
Manager  
Date: 8/31

9h 9/10