



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_PK33151
[Signature]
Balunsong, April Joy Rustia

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/27/2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st - 10 day suspension</i> <i>OCT. 11, 2019</i>
Line	<i>DOAL 2115</i> <i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/11/2019 to name: Balunsong, April Joy Rustia

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:

Unauthorized person doing the process - Doing taping process without authorization badge

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]*
19_PK33151

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7ALP-1A-1909-1205

☒ AGENCY

Please Specify: PKMT

<u>J. Nintora</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Balunsong, April Jay
Position: Associate
ID Number: 19PK33151
Batch No.: 266
Car Model/Line: Daihatsu Delt / 2115

Process: Sub Assy Process
Group/Shift: NS/B
Date/ Time: September 11, 2019 / 4:52
No. of Offense: 1st Offense
Superior Name: A. Tamaray

Audit Findings: Un-authorized person doing the process
Details: Associate doing taping process without authorization badge.

WRITTEN EXPLANATION

Ako po si Balunsong, April Jay R. ng 2115 ship B ay humingi ng pasenya sa ating nagawang kasalanan ang pag-type at alam ko naman po na hindi ko po yun fursyon. sorry po.

Ako po si Balunsong April Jay R. ng sub Assy ay nangangailangan ko po ako na hindi na po yun ulitin ang pag-type at pag tulang sa buong pasenya nAPO.

Remarks/ Evaluation:

Issue memo GR

<u>[Signature]</u> Signature of Employee Date: <u>09-14-19</u>	<u>[Signature]</u> Jr Staff Date: <u>9/14/19</u>	<u>[Signature]</u> Staff Date: <u>9/14/19</u>	<u>[Signature]</u> Supervisor Date: <u>9/14/19</u>	<u>[Signature]</u> Manager Date: <u>9/23</u>
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[Signature] 09/20/19
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