

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\_PK34137

NAME

Dimaano, Jenilyn Cordero

**FROM** 

: PKIMT Management

**SUBJECT** 

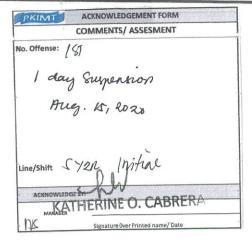
: Notice for Suspension

No. of Offense

1st Offense

DATE

July 22, 2020



This refers to the alleged offense(s) you have committed at

06/19/2020

to name:

Dimaano, Jenilyn Cordero

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:

# 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 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 PK34137

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 PK34137

NAME

Dimaano, Jenilyn Cordero

FROM

: PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 1st Offense

DATE

22-Jul-20

This refers to the alleged offense(s) you have committed at

19-Jun-20

to name: Dimaano, Jenilyn Cordero

Violation Offense | V

# OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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Description

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This is for your guidance and strict compliance.

NOTED BY

PKIMT Management

Conforme/

FURUKAWA - Production Operator

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

## I-ALERT WRITTEN EXPLANATION

Control No: FALP-14-2004-1190				
AGENCY Please Specify: PKIMT		F.A. Hanjavez	K. Hernandezi J. Reyes	AMagadia
Position: Account of ID Number: In patch No.: In patch 200 Car Model/Line: Suzuki Y	it Findings: Mn-authorized	Audited By: Joint Melding 15/15 June 11, 2020 / 1:50 154 L. Costro person doing the pr	PENAHY FO	Noted By:  iance Reference/Document Control Number:
WRITTEN EXPLANATION				
Ning arou pong yun nogseset po ng nga wire ang operator ng welding, sa kadalilanan po na kailangan nila maka output at di po madausutime ang welding timilay ko po ung natitirang naka set sa welding machine, kahit di po ako authorized sa process Na orient namon po ako sa training center about sa welding di ang po ako nacertified sa process dalal na hold po				
DID 76UN ON SHIPE INSTRUMEND BON TO COMPINALE FLOOR YEAR, NOT YET CENTIFIED?				
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).				
J O DIM (MAN) Employee	( Jahro	GLEDI	1. Alprines	Kentonen
Date: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Date: 67/01/2020	Staff Date: 07 101 700	Supervisor Date: 17 01 2023	Manager Date: 7/2/2020