

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

: 17 PK18135

NAME

Olivares, Maricris Nasol

FROM

PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

1st Offense

DATE

October 27, 2020

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

9/21/2020

PKIMT

No. Offense:

Line/Shift

ACKNOWLEDGEMENT FORM

Signature Over Printed name/ Date

COMMENT S/ ASSESMENT

to name:

Olivares, Maricris Nasol

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:

Conduct Manual Insertion

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: 17 PK18135

FURUKAWA - Production Operator

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

September 22, 2020

TO: PKIMT

To whom it may concern,

Good day!

Please see attached result of internal audit by Staff and above of PD4, please review and issue Notice to Explain or Disciplinary Action since they violated our Company rules and regulation.

Any concern, please inform me.

Thanks and Best Regards,

Katherine O. Cabrera

PD4-Section Manager



WRITTEN EXPLANATION

DATE	109-21-20		
NAME CATEGORY/AGENCY	PHINT	ID NUMBER: 17-PKIRIST	
DATE HIRED PROCESS	1018 Chift A Dec, 04, 2017 Cub ASSU	Audited By: Shaine	4. Hannilla
VIOLATION/DEFECT CONTROL NO.	manual	OFFENSE NO.	
EXPLANATION			
Mark St. Wales	y violation na ginawa mo sa	a harness? Maari pong magkar insert: ayo pag naaudit ka? opo, awave po	
COUNTERMEASURE			
Hindi	na po kami	magmamanual.	
STAFF REMARKS			
SV REMARKS			
Suspension 1 d	ay		2
PLEASE ANSWER THIS FORM	WITHIN THE SHIFT.		000

PREPARED BY:

Sign of Employee

ISSUED BY:

Jr. Staff

CHECKED BY:

Staff

S-HORNIM

Supervisor

to YKIMT,

pls. issue Notice to Explain

I give necessary penalty.

RW retroit in

9/22/2020