



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_PK25067
Agon, Maria Angela Del Castillo *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 22, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 DAY SUSPENSION APRIL 1-2, 2019
Line	RT074 - A
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE C. <i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 19-Mar-19 to name: Agon, Maria Angela Del Castillo

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:

Associate caught doing mass pulling of wires after turning off the NG alarm

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]*
18_PK25067

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK25067

Agon, Maria Angela Del Castillo *gacastillo*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 20-Mar-19

This refers to the alleged offense(s) you have committed at 19-Mar-19 to name: Agon, Maria Angela Del Castillo

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:

Associate caught doing mass pulling of wires after turning off the NG alarm

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:

gacastillo
PKIMT Management



Conforme: *gacastillo*
18_PK25067

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Sherry O. Duarte)

19-Mar-19

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Concern Shift	Person Informed	Incharge Cd Model/ Department	Person Incharged	Status/Remarks
1	03/19/19 NS	Suzuki line 5104		Associate caught doing mass pulling of wires after turning-off the NG alarm encountered at sub assy process	NG	Informed them and advised to remind members to follow process sop	SOP	 Maria Angela Agon -PKIMT (emp #18-PK25067)	A/NS	Dexter Agapoy/Rosella a Fajela	Suzuki	Madam Kath	For Monitoring	



DATE: 07-21-19

OFFENSE: NOT FOR W. Corp

WRITTEN EXPLANATION:

✓ Delay lang po Ako kaya ko po lyan
Nagawa At Nag Support pa po Ako
Sa ibang Sub pero po Nererecub ko lang
Naman po un: Hindi ko na po un.
Uulitin pasenya na po

COUNTERMEASURE:

✓ Mag One by one na po Ako bag pag
Hihila ~~para~~ ^{sa} ~~limit~~

✓ MARIA ANGELA D. AGON

Signature over Printed Name

✓ Cruski C104

Car Model / Line