



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_PK21319

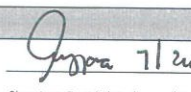
Matira, Mary Joy Belale

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 23-Jul-19

| PKIMT ACKNOWLEDGEMENT FORM | |
|----------------------------|--|
| COMMENTS/ ASSESSMENT | |
| No. Offense: | 2nd - FOR SUSPENSION AUG. 6-8, 2019 |
| Line | MAZDA 100% |
| Jr. Staff | CHRYSLER |
| Staff | D. RONGULLO |
| | M. ANGLADO |
| ACKNOWLEDGE BY: | |
| MANAGER |  Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 19-Jun-19 to name: Matira, Mary Joy Belale

Violation Offense No. 1

OFFENSES AGAINST COMPANY INTEREST

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:

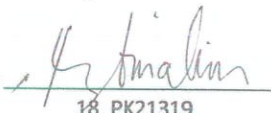
Not Follow SOP - Doing manual search on ECT due to hanged up OMI

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: 
18_PK21319

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_PK21319

Matira, Mary Joy Belale

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 2nd offense

DATE : 23-Jul-19

This refers to the alleged offense(s) you have committed at 19-Jun-19 to name: Matira, Mary Joy Belale

Violation Offense No. 1

OFFENSES AGAINST COMPANY INTEREST

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Description:

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NOTED BY:

PKIMT Management

Conforme:

18_PK21319

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1904-312

☒ AGENCY

Please Specify: PKINT

| | |
|---------------------------------|---------------------------------|
| <i>M. Dacuran</i> M. DACURAN | <i>G. Magadia</i> G. Magadia |
| Audited By: | Noted By: |

Name: Mary Joy Matira
Position: Associate
ID Number: 18 PK21319
Batch No.: 202
Car Model/Line: Mazda 1008

Process: ECT
Group/Shift: A
Date/ Time: June 19, 2019 / 10:05am
No. of Offense: 1st offense
Superior Name: D. Ronquillo / G. Garcia

Audit Findings: Not following SOP

Details:

Doing manual search on ECT due to hanged up on

WRITTEN EXPLANATION

Ipagpaumanhin po ninyo ang hindi ko sinagay ang pagmamannual search. Ang nangyari po, kasi dun ilang product po kasi ang pinagha-hali-hali kong inspect araw araw, may times po talaga na paghahang na ang USB checker alimutang po sa case na hindi talaga nagpapas sa ECT. Nagandam po kami ng PE nung magcheck po sa unit nla ay ek daw naman po tas namin ko po na hindi po pala pag-auto search. Accidentally ko pong kumputate ang USB checker. ~~Hindi kami alam na dapat pagpalaman ng unit~~
Sana po ay maunawaan ninyo ako.

Remarks/ Evaluation:

please issue penalty.

M. Matira
Signature of Employee
Date: July 02, 2019

D.R. Ronquillo
Jr Staff
Date: 07/07/19

S. Antonio
Staff
Date: 07/07/19

G. Garcia
Supervisor
Date: 07/03/19

G. Magadia
Manager
Date: 7/09