

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 PK34217

NAME

Talagtag, Medelyn Molina

FROM

: PKIMT Management

SUBJECT

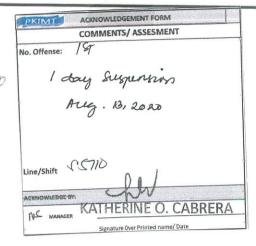
Notice for Suspension

No. of Offense

1st Offense

DATE

July 22, 2020



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

06/24/2020

to name:

Talagtag, Medelyn Molina

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 repair)

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

() 19 PK34217

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 PK34217

NAME

Talagtag, Medelyn Molina

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

24-Jun-20

to name: Talagtag, Medelyn Molina

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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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)



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FAS ,	<			Control No:	FALP-1A-2066, 1241	
AGENCY Please Sp	ecify: PKIMT		for B. Cabataña	K. Hernandez J. Reyes	G. Magadia	
Name:	lalagtag, Medelyn	Process:	Audited By:	Checked by:	Noted By:	
Position:	Associate		Dimension Process			
ID Number:		Group/Shift: Date/ Time:	NS /B	Non-complianc	Non-compliance Reference/Document Consumers Number:	
Batch No.:	19P1C34217 269	No. of Offense:	June 24, 2020 /10:45			
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			an. Napa / R. sarmiento	· alrows from	major non-Compto	
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