



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_PK34695
NAME : Etang, Ruth Marie Grumo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7/31/2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 2 days Suspension Aug. 24-25, 2020
Line/Shift	MURUKU 1710
ACKNOWLEDGED BY	KATHERINE O. CADANILLA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/21/2020 to name: Etang, Ruth Marie Grumo

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:

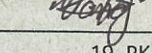
Unauthorized Repair / Hidden Repair

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

Conforme: 
19_PK34695

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_PK34695
NAME : Etang, Ruth Marie Grumo
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 7/21/2020 to name: Etang, Ruth Marie Grumo

Violation Offense I 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

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NOTED BY:

PKIMT Management

Conforme

19_PK34695

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2007-1506

☐ FAS

☐ AGENCY

Please Specify: PKWHI

Canon Marama	K. Hernandez	J. Reyes
Audited By:	Checked by:	Noted By:

Name: Etang Ruth Marie
Position: Associate
ID Number: 14234695
Batch No.: 271
Car Model/Line: Suzuki 1510

Process: sub ass
Group/Shift: NL-B
Date/ Time: July 21, 2020 11:50
No. of Offense: 1st
Superior Name: In. Napa

Non-compliance Reference/Document
Control Number:

HRBA-2018-04-14

Details of Audit Findings:

Un-authorized repair / Hidden Repair, Associate caught straighten the terminal inside conn. wing footswitch terminal due to encountered bend terminal on conn. ass - 12 14m wire color: W

WRITTEN EXPLANATION

Ako po si Ruth Marie Etang na humihingi ng paumanhin sa aking nagawang pagkakamali dahil naudit po ako ng i-alert sa dahilang pag-aayos ng bend terminal sa conn. na dapat ay hindi ko ginawa. Nag-datsa po kasi yun nung time yun kaya check ko po dahil medyo nahirapan po ako sa pagpapatak ng terminal sa conn. ng ass ang pagkakamali ko sa lang po ay inayos ko ito sa aking sarili na hindi naman po dapat kapagkat ito po ay mali. Kaya humihingi po ako sa inyo ng malawak na pang-unawa at nangangako po ako na hindi ko na po ito ulitin.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FAIP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<p>Employee</p> <p>RUTH MARIE ETANG</p> <p>Date: 07/23/20</p>	<p>Staff</p> <p>NAPA: MARAMA</p> <p>Date: 7/23/20</p>	<p>Staff</p> <p>ES: LORDE 1A</p> <p>Date: 07/23/20</p>	<p>Supervisor</p> <p>M. TORRES</p> <p>Date: 7/23/2020</p>	<p>Manager</p> <p>V. REYES</p> <p>Date: 07/21/20</p>
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freed 9/20