



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 : 13_1606027

De Guzman, Mary Jane Manalo

Signature

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 19-Aug-19

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS	
No. Offense:	
1st - 1004 suspension	
SEPT. 12, 2019	
Lamdan	
SHIRLA MAE ADAN	
JR. STAFF	
1004	
Signature Over Printed name/ Date	
<i>Signature</i> 8/19	

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

11-Aug-19

to name: De Guzman, Mary Jane Manalo

Violation Offense No. V

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:

Unauthorized Repair / Hidden Repair - Using ballpen to remove foreign material

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:

for JN
PKIMT Management

Conforme: *Signature*
13_1606027

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 : 13_1606027

De Guzman, Mary Jane Manalo

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 17-Aug-19

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

11-Aug-19

to name: De Guzman, Mary Jane Manalo

Violation Offense No.V

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:

Unauthorized Repair / Hidden Repair - Using ballpen to remove foreign material

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

13_1606027

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

FAS

Control No: FA LP-1A-1907-520

AGENCY

Please Specify: PRINT

Name: De Gutman Mary Jane
Position: Associate
ID Number: 18-1606087
Batch No.: 265
Car Model/Line: Mazda 1007

Process: appearance ✓
Group/Shift: bis B
Date/ Time: July 11, 2019 4:50 pm
No. of Offense: _____
Superior Name: A. Banister

Audit Findings: Unauthorized Repair / Hidden Repair

Details:

using ball pen to remove foreign material

WRITER'S EXPLANATION

Ako po si Mary Jane M. De Guzman ay humihingi ng pauman-
hin sa ngawa kong paggamit ng registered ballpen upang matanggal ang akting
nakutang dumi din sa important kong product. Ngawa ko lamang po iyon
sapagkat nasa harapang bahagi lamang ito ng connector. Sa ngawa ko pang
iyon ay maging madamage ng bahagya ang connector, hindi na po
mauulit at sa susunod ay susubod na ako sa SOP at gagamitan ko na
ng nararapat na ~~defect~~^{MR} defect tag.

1491641 87-56015-400

please / save Penalty

MARY JANE D. DE GUZMAN
Signature of Employee
Date: 07/17/19

SHIELA MAE ADAN
Jr Staff
Date: 07-17-19

Abigail Bautista
ABIGAIL BAUTISTA
Staff
Date: 07-17-19

Supervisor _____
Date: 07/17/19

Manager
Date: 7/24