



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_PK32425
NAME : Esperancilla, Caroline Joy Castaños
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : June 27, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd
2 days suspension 4/8 4/13-14/20 7/13-14/22	
Line/Shift	CS16
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/2/2020 to name: Esperancilla, Caroline Joy Castaños

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 maximum sets on hanger (Bukumi)

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_PK32425

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_PK32425

NAME : Esperancilla, Caroline Joy Castaños 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 3rd Offense

DATE : 14-Mar-20

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

2-Feb-20

to name: Esperancilla, Caroline Joy Castaños

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme: 

19_PK32425

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-14-2002-0372

Name: Esperancilla, caroline Joy

Position: Associate

ID Number: 11-PK32425

Batch No.: 243

Car Model/Line: SUZUKI YDI/5116

Process: Bukann

Group/Shift: HS-A

Date/ Time: February 2, 2020 / 11:21

No. of Offense: 1st

Superior Name: R. Gambon

Audited By:

Checked by:

Noted By:

Non-compliance Reference/Document

Control Number:

FALP-GL-PRD-6P-can

Details of Audit Findings: dot following maximum sets on hanger

OK: 10 sets NA: 20 sets

WRITTEN EXPLANATION

ALO po si Esperancilla caroline Joy C. akoy nandit, gawa nang lumplis po ang aming buyer na bukyung sa hanger instead na 10 sets lang po naging 20 sets hindi po leas namin alam na lahit buyer ay 10 sets lang ang ilagay sa hanger hindi na po namin nailagay hang mayas gawa po nagmamatali din po kami sa aming process para hindi po kami ma delay. Hindi na po to manulit.

REMARKS/ EVALUATION

☒ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>Esperancilla caroline Joy C.</u> Employee Date: <u>02-05-2020</u>	<u>R. Gambon</u> Jr Staff Date: <u>2-5-2020</u>	<u>SNVYPE A-CONSULTA</u> Staff Date: <u>2-5-2020</u>	<u>P. Stanim</u> Supervisor Date: <u>2-5-2020</u>	<u>Jhoat</u> Manager Date: <u>2-8-2020</u>
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