

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 : 20_PK40758

NAME : Guste, Rose Ann Barrion *HR*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 15, 2021

<div>PKIMT</div> <div>ACKNOWLEDGEMENT FORM</div>	
COMMENTS/ ASSESSMENT	
No. Offense:	<p>1st</p> <p>FOR 1 DAY SUSPENSION</p> <p>3/29/2021</p>
Line	<p>Puzuki 5720</p>
<div>ACKNOWLEDGE BY:</div> <div> <div>MANAGER</div> <div>  </div> </div> <div> <div>_____</div> <div> <div>v. m. [unclear]</div> <div>3/1/21</div> </div> </div> <div>Signature Over Printed name/ Date</div>	

This refers to the alleged offense(s) you have committed at 3/3/2021 to name: Guste, Rose Ann Barrion

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 person doing the process

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: Ysta
20 PK40758

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

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AGENCY

Please Specify: PKIMT

Control No: FAP-1A-2102-744

For: <u>diffid</u> <u>J. Runzalan</u>	<u>K. Hernandez</u> <u>K. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Guste, Rose Ann
Position: Associate
ID Number: 20PK040758
Batch No.: 315
Car Model/Line: Suzuki YD 5120

Process: Dimension
Group/Shift: DS-A
Date/ Time: Feb 3 2021 / 08:50
No. of Offense: First Offense
Superior Name: C. Escudero

Non-compliance Reference/Document Control Number:

GA-2010-01

Details of Audit Findings: Un- Authorized Person doing the process.
Associate doing Dimension process even not certified.

WRITTEN EXPLANATION

Ako po si Rose Ann Guste line 5120 ay nagaudit dahil nagdimension kahit hindi certified. Nagsupport po ako sa dimension et dahil po dalawang product ang nagrun sa amin. matagal po ako waiting at isa lang po ang nagdimension sa amin. Kaya po naisipan ko na lang surupport. Pero nagpatay haman po ako sa dimension dahil hindi paano at may alam naman din po ako sa dimension dahil tinuro din naman sa practice training. At nagtambakan na po kasi kami. Sorry po hindi na maulit.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<u>1050</u> Employee Date: <u>2/24/21</u>	<u>9</u> Jr/Staff Date: <u>2/24/21</u>	<u>9</u> Staff Date: <u>2/24/21</u>	<u>5.102021</u> Supervisor Date: <u>2/24/2021</u>	<u>1.102021</u> Manager Date: <u>2/24/21</u>
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