



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 : 18_PK27826
Mercado, Ma. Pauline Rebong

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st
1 day Suspension	
SEPT. 02, 2019	
Line	57105 A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/15/2019 to name: Mercado, Ma. Pauline Rebong

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 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: 
18_PK27826

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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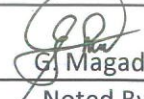
FAS

Control No: FALP-1A-1907-555

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AGENCY

Please Specify: PKINT

 D. TIENSEN	 G. Magadia
Audited By:	Noted By:

Name: MERCADO, MA. PAULINE
Position: ASSOCIATE
ID Number: 18PK27826
Batch No.: 237
Car Model/Line: SUBARU / 7105

Process: APPEARANCE INSPECTION
Group/Shift: DS/A
Date/ Time: JULY 15, 2019 / 7:15 PM
No. of Offense: 1ST OFFENSE
Superior Name: M. MCMPERO

Audit Findings: UN-AUTHORIZED / HIDDEN REPAIR

Details:

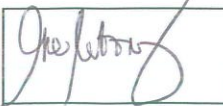
INSPECTION CONDUCTED ADDING OF TAPE DUE TO LOOSE TAPING.


WRITTEN EXPLANATION

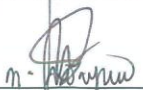
Ako po si Ma. Pauline Mercado humihingi po ako ng paumanhin sa aking pagtatape o pag-add ng tape dahil po loose taping po humang po ako ng magrepare at tumawag ngunit wala naman pong lumalapit kaya po napilitan na po aking mag-add ng tape nanghinayang din po kasi ako sa oras at output namin kung bawat harness na may defect ay ii-NG namin. Lagi ko pong pinipfeedback to sa aking ka-ja lang po hindi ko alam kung bakit lagi loose taping padin ang nadating sa aking harness. Alam ko po na mali at bawal ang aking ginawa ngunit napilitan lang po ako paencya na po kung...
sa assumed po din na ki magrepare kahit na magtatagal po sa Appearance ang harness. Maghihintay po ako sa pwedeng magrepare.


Remarks/ Evaluation:

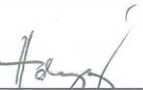
1 day suspension


Signature of Employee
Date: 7/18/2019


Jr Staff
Date: 7/31/19


Staff
Date: 7-31-19


Supervisor
Date: 8/1/19


Manager
Date: 8/1/19