



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_PK21757
Mayor, Marjorie Requillas / *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st Suspension Feb 21, 2019
Line	557/4 B Feb 22 Day Shift
Jr. Staff	
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	CLARENZA 2/6/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1-Feb-19 to name: Mayor, Marjorie Requillas

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(Performing in unauthorized process)

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:

[Signature]
PKIMT Management


Conforme: *[Signature]*
18_PK21757

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK21757
Mayor, Marjorie Requillas 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 5-Feb-19

This refers to the alleged offense(s) you have committed at 1-Feb-19 to name: Mayor, Marjorie Requillas

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:

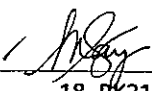
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This is for your guidance and strict compliance.

SIGNED BY:


PKIMT Management

onforme: 
18_PK21757

FURUKAWA - Production Operator

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

Date:February 01,2019

Line:Suzuki Line 5114-B

Agency;PKIMT

Ma'am


Safety first po!

I would like to inform that Ms.Margorie Mayor was caught in the act do non compliance in the line.She was found do taping process on conveyor even she was not certified around 5:30am.According to her she intentionally do the process to help the delay of other associate since her process was already finished and with advance buffer on parts.This was happen during my patrolling into the line.

Prepared by:

Rona Vivar

PD4 Staff


KATHERINE O. CABRERA

WRITTEN EXPLANATION

Name: Mayor, Marionie R.

Date: January 31, 2018

Violation: not certified on process (DB taping process)

No.of violation: 1

Line 5114

Reason:

Ako po si Nardine Mayor, nag support po ako kasi
~~not~~ my buffer na po ako, tapos nakita ko po may na
 delay kaya po ako nag punta sa assy.

Countermeasure:

Hindi na po ako uulit kasi ~~hindi ako certified sa saas~~
na mag support kapag hindi certified sa process.

EMPLOYEE

IR. STAFF

STAFF

SUPERVISOR

SECTION MANAGER