



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_PK31881
Pore, Dyna Obiña *Obiña*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 23, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: <i>1st - 1 DAY SUSPENSION</i> <i>SEPT. 17, 2019</i>	
Line <i>PURBARI 712</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 8-27 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/24/2019 to name: Pore, Dyna Obiña

Violation Offense No.V

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 Stop-Call- Wait

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]*
19_PK31881

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 : 19_PK31881
Pore, Dyna Obiña
FROM : PKIMT Management
SUBJECT : Notice to Explain
No.of Offense : 1st offense
DATE : 22-Aug-19

This refers to the alleged offense(s) you have committed at 24-Jul-19 to name: Pore, Dyna Obiña

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:


Not Following Stop-Call- Wait

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_PK31881

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-1107-610

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AGENCY

Please Specify: PKMT

<u>Winters</u> <u>Winters</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Pers. Dyna
Position: Associate
ID Number: 19-PK31551
Batch No.: 260
Car Model/Line: Subaru GCT/7112

Process: Assembly Process
Group/Shift: DS/A
Date/Time: July 24, 2019 / 7:45 pm
No. of Offense: 1st offense
Superior Name: C. Ebro

Audit Findings: Not following Stop, Call, and Wait

Details: Associate directly get the parts on parts distributor.

WRITTEN EXPLANATION

Ok po si Dyna pose ng 7112 na audit dahil sa pag
hingi ng parte sa part distributor, hindi ko po na sumagot ang
stop, call and wait pag bry to kasi ng mga oras na yun ang
tr. staff namin at laging tulay ang parte kaya palake humingi
pacinga po hindi na po mauulit sumagot na palake sa stop call
and wait pacinga po talaga.

Remarks/ Evaluation:

Written

→ Issue Penalty!

This can cause serious problem.

Oppe
Signature of Employee
Date: 07-25-2019

Alk
Signature of Staff
Date: 07/25/19

KAREN F. LACATUN
Staff
Date: 07/25/19

Rad
Supervisor
Date: 7/28/19

Magadia
Manager
Date: 8/2