



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_PK24479
Demalata, Meriam Dela Cruz *dmr*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st 2 days suspension Sept 9-10, 2019
Line	M1126-A
ACKNOWLEDGE BY:	
MANAGER	<i>George</i> 8/23 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/23/2019 to name: Demalata, Meriam Dela Cruz

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 person doing the 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:

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PKIMT Management

Conforme: *dmr*
18_PK24479

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1907-602

☒ AGENCY

Please Specify: PKINT

<u>J. Masapal</u> J. MASAPAL	<u>G. Magadia</u> G. MAGADIA
Audited By:	Noted By:

Name: Meriam Denalata
Position: Associate
ID Number: 18-PK24479
Batch No.: 220
Car Model/Line: Mazda Mergo/ 1126

Process: Assembly Process
Group/Shift: DS-A
Date/ Time: 07-23-19 / 09:45
No. of Offense: 2nd Offense
Superior Name: J. Magpaya

Audit Findings: Un-authorized person doing the process
Details: Doing taping process without authorization badge

WRITTEN EXPLANATION

Atk po si MERIAM DENALATA ng LINE 1126 / MAZDA na nagkaroon po ng I ALERT Audit nang ilka 23 ng July 2019 na Un Authorized Person during the process ay humihingi po ng pagmamihin sa kadahilan po na delay po ang aming Assy kaya ko po na isupport ang A-type ng rawbo May tificus naking po ako sa ating process at gagawin lang po ang process kung san po ako Authorized. Humihingi po ako ng inyang Malawak na pag-unawa. Salamat po

Remarks/ Evaluation:

Issue Penalty.

<u>J. Masapal</u> Signature of Employee Date: <u>07-27-19</u>	<u>J. Masapal</u> Jr Staff Date: <u>07/21/19</u>	<u>J. Masapal</u> Staff Date: <u>7/29/19</u>	<u>J. Masapal</u> Supervisor Date: <u>07/21/19</u>	<u>J. Magpaya</u> Manager Date: <u>8/15</u>
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GN 8/19