



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_PK34115
Alday, Angelyn Benedicto *Alday*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE August 23, 2019

| PKIMT | ACKNOWLEDGEMENT FORM |
|---|---------------------------|
| COMMENTS | |
| No. Offense: 1st - 1 day suspension Sept. 19, 2019 | |
| Line SUBMITTER F106 | |
| ACKNOWLEDGE BY: | |
| MANAGER | <i>[Signature]</i> / 8-27 |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 7/12/2019 to name: Alday, Angelyn Benedicto

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 SOP

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: *Alday*
19_PK34115

FURUKAWA - Production Operator

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



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_PK34115

Alday, Angelyn Benedicto

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 12-Jul-19 to name: Alday, Angelyn Benedicto

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 SOP

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_PK34115

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1907-531

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AGENCY

Please Specify: PRIMI

| | |
|---------------------|-------------------|
| <u>L. de Castro</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Alday Angelyn
 Position: Associate
 ID Number: 19-PK24115
 Batch No.: 270
 Car Model/Line: Sulman / L 7106

Process: lay out
 Group/Shift: A
 Date/Time: July 13, 2019 / 10:10 PM
 No. of Offense: 1st offense
 Superior Name: J. Alday

Audit Findings: Not Following SOP

Details:

wine hangd on Assembly jig

WRITTEN EXPLANATION

Ako po si Angelyn B. Alday na nagkaroon po ng
 offense sa hindi pagsunod sa SOP. Nakalimutan ko pong
 tanggalin ang wine sa assembly jig. Hindi ko
 na po ulitin ang akong nagawang violation.

Remarks/ Evaluation:

Written only → Issue Penalty!

We have Check point for
 this matter.

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| <u>J. Alday</u> |
| Signature of Employee |
| Date: <u>07-13-19</u> |

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| <u>J. Alday</u> |
| Jr Staff |
| Date: <u>7-15-19</u> |

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| <u>M. M. M. M.</u> |
| Staff |
| Date: <u>7-15-19</u> |

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| <u>J. Alday</u> |
| Supervisor |
| Date: <u>7-15-19</u> |

| |
|-------------------|
| <u>J. Alday</u> |
| Manager |
| Date: <u>7/19</u> |