

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 PK33853

NAME

Gulang, Rowena -/

FROM

: PKIMT Management

SUBJECT

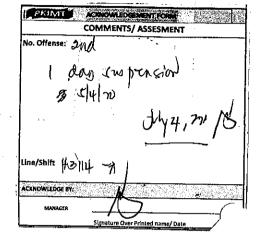
Notice for Suspension

No. of Offense

2nd offense

DATE

June 29, 2020



This refers to the alleged offense(s) you have committed at

2/6/2020

to name:

Gulang, Rowena

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:

Not Following SOP in Appearance Process

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 implemen the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY

PKIMT Management

Conforme:_

0 0633823

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 6388-69 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO

: 19_PK33853

NAME

Gulang, Rowena

FROM

: PKIMT Management

SUBJECT

Notice to explain

No. of Offense

2nd offense

DATE

14-Mar-20

This refers to the alleged offense(s) you have committed at

6-Feb-20

to name: Gulang, Rowena

Violation Offense J 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

Not Following SOP in Appearance Process

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:

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS				Control No:	FAIR 1A- 2002- 6 494
AGENCY Please Specify: R/mi			g. friend 7. vintero Audited By:	G. Reyes/K. Pernande? Checked by:	G/Magadia Noted By:
Name:	Gulary Roweno	Process:	PKIMI		
Position:	cksoàate	Group/Shift:	NS IA	Non-compliance Reference/Document	
ID Number:	Jaak 12833	Date/ Time:	feb. 6, 2020 / 9:00		
Batch No.:	268	No. of Offense:	lsl	1 +AIP . OP.	020
	fondal 3114	Superior Name:	P· magudayao	±mp. Ni	
Details of Audit Findings: 101 following COP, throasistently performed point to point system and not ampairing to master sample					
WRITTEN EXPLANATION					
Ako pasi Rowera Gulang ay na audit sa kadahilanang hindi pag co-compare sa master sample, nag co-compare					
naman po ako hindi nga long po gaya ng expected ng marami na sibrang standard gawa po kasing nay-ika ato at di kayang sabayan ang bilis ng nasa aking unahan. Kaya po ako na audit tasi naka-angat po ang aking ine-inspect ka last purtion ng harkess, tinatapat ko nahang po kas ang (rut) actual sa master sample at automatic ina-angat upang i check ang clamp at connector. Lounter Measure:					
Sicikapin to pong sabayan ang naka ating uhahan na ginagawa po ng tama, ang sop at oawang may quality.					
REMARKS/EVALUATION (1700)					
i-Alert written only Agency/FALP Written Only(based on handbook) Need day/s suspension(based from handbook & Memo for Major Non-compliance).					
0 - 1/1/103	17 51 17	Asilhabyan	I mon I manali	Gilja: A-vergora	15
Date: 02 - 0		1 Staff 2 - 08 - 20	Staff Date: <u>02/02/20</u>	Supervisor Date: <u>2-II-1020</u>	Manager Date: