



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_PK20243
NAME : Apolinario, Chelanie Dagohoy
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 11, 2020

FORM
SMENT
Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/21/2020 to name: Apolinario, Chelanie Dagohoy

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

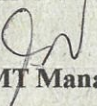
Description:

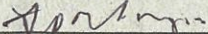
Not Following SOP

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: 

18_PK20243

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 : 18_PK20243
NAME : Apolinario, Chelanie Dagohoy
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 6-Feb-20

This refers to the alleged offense(s) you have committed at 21-Jan-20 to name: Apolinario, Chelanie Dagohoy

Violation Offense | 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

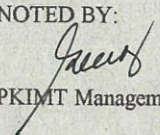
Description :

Not Following SOP

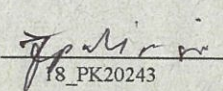
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


18_PK20243

FURUKAWA - Production Operator

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


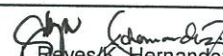
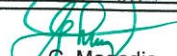
I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP-16-2001-0154

 B. Villanueva	 J. Reyes/K. Hernandez	 G. Magadia
Audited By:	Checked by:	Noted By:

Name: Apolinario, Chelanie
Position: Associate
ID Number: 18-PK20243
Batch No.: 198
Car Model/Line: Suzuki YDI / 5116

Process: SUB-assy
Group/Shift: DS-A
Date/ Time: January 21, 2020 / 1:00 am
No. of Offense: 1st
Superior Name: R. Gamboa

Non-compliance reference document control number:

SUB-assy / Work Instruction
FALP-WI-FPD-GA-043 (STEP 7)

Details of Audit Findings: Not following SOP

> Advance insertion on cmm. DSY-PA-10FAR so/ G/

WRITTEN EXPLANATION

Ako po si Chelanie Apolinario na Audit po ako kasi po ng advance insert po ako nagawa ko po yon kasi po akala ko po portion ko po ang ginagawa ko nasaanay po kasi ako na nag insert ako ng kulay na yon yon po ang una ko po palang nag insert mag sa lang po kasi ako nung araw na pang iyon dalaan po kasi kami naka portion sa sub na yon. Paumanhin po sa nagawa ko pang iyon. Hindi na po mauulit po.

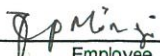
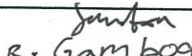

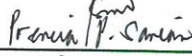
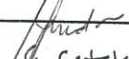
REMARKS/ EVALUATION

☐ i-Alert written only



Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

 Employee Date: <u>01-27-2020</u>	 Jr Staff Date: <u>01-23-2020</u>	 FALP JMD/FE A. CONSULTA Staff Date: <u>01-23-2020</u>	 Supervisor Date: <u>01-23-2020</u>	 Manager Date: <u>01/23/2020</u>
--	---	--	---	--