

PKIMT

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\_PK28096  
NAME : Casapao, Ellaine Jane Caringal - *ynmapao*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 3rd offense  
DATE : January 31, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd 3 days suspension 3/23 ~ 25/2020 Wk 16 7/10-13/20 7/10-13/20
Line/Shift	DMITTSU 2nd - 4L
ACKNOWLEDGE BY:	<i>July 26/20</i>
MANAGER	Signature (or Printed name) / Date

This refers to the alleged offense(s) you have committed at 1/9/2020 to name: Casapao, Ellaine Jane Caringal

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 Maximun sets on Inspection Hanger

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*  
PKIMT Management

Conforme: *ynmapao*  
18\_PK28096

FURUKAWA - Production Operator

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



PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 495 5355-59 / (043) 495 5407-08

MEMORANDUM NO. HRADM

TO : 18\_PK28096  
NAME : Casapao, Ellaine Jane Caringal *quasapao*  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 3rd offense  
DATE : 30-Jan-20

This refers to the alleged offense(s) you have committed at 9-Jan-20 to name: Casapao, Ellaine Jane Caringal

Violation Offense : V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management

Conforme:

*[Signature]*  
18\_PK28096

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

Control No: 7A18-18-2001-0032

☐ FAS

☐ AGENCY

Please Specify: PKM

Name: Gaspario, Elnor Jose

Position: Asst. Dir.

ID Number: 117 K 2001

Batch No.: 201

Car Model/Line: Volvo 440

Process: IG

Group/Shift: 18-5

Date/Time: Jan 9, 2020 / 2:20

No. of Offense: 1st offense

Superior Name: A. Magadia

Details of Audit Findings: Not following maximum set on inspection hanger  
OK: 10 sets NG: 14 sets

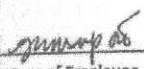
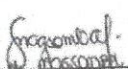


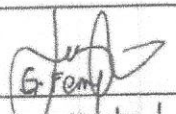
## WRITTEN EXPLANATION

Sana po Hindi ko po kasi nahiling ang kaman ng hanger. Kasi po mung time na yun ay tambalan po balah ko na naman po i-union agad yun para po mabawasan agad kaso po mung i-union ko na ay saka ping makita ng i-alert 4 lang naman po ang sobra nung it hindi po po yun buwal sa hanger. Pareng po na po sa susunod po ay si ko na yun po at pamtatag hindi ko po ang pagbibigay. Salamat po sa inyong pagmamano.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

				
Signature of Employee Date: <u>01/20/20</u>	Jr. Staff Date: <u>1/20/20</u>	Staff Date: <u>1/20/20</u>	Supervisor Date: <u>1/21/20</u>	Manager Date: <u>1/22/20</u>

*Handwritten notes:*  
 1. 1st offense  
 2. 1st offense  
 3. 1st offense