



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_PK32772
NAME : Caguete, Mary Ann *infecaguet*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day 11/26/19
Line	Enbar 702 <i>infecaguet</i>
ACKNOWLEDGE BY: <i>infecaguet</i>	
MANAGER	Signature Over/Printed name/ Date

This refers to the alleged offense(s) you have committed at 09/21/2019 to name: Caguete, Mary Ann

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 - Unauthorized repair

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:

infecaguet
PKIMT Management

Conforme: *infecaguet*
19_PK32772

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6386-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32772

NAME : Caguete, Mary Ann *mary caguete*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 5-Nov-19

This refers to the alleged offense(s) you have committed at 21-Sep-19 to name: Caguete, Mary Ann

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

gdl
PKIMT Management

Conforme: *mary caguete*
19_PK32772

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1392

☒ AGENCY

Please Specify: PKMT

Audited By:	Noted By:

Name: Caguete, Mary Ann
 Position: Associate
 ID Number: 19PK92772
 Batch No.: 263
 Car Model/Line: Subaru GC7/7102

Process: Dimension Process
 Group/Shift: NS/B
 Date/ Time: Sept. 21, 2019 / 11:25am
 No. of Offense: 1st Offense
 Superior Name: H. Guirre

Audit Findings: Un-authorized repair/Hidden repair
 Details: Conduct pulling of branch due to encountered minimum on Dimension process.

WRITTEN EXPLANATION

Ako po si Mary Ann Caguete na na-audit ng is-a alert ay humingi ng paumanhin sa Pundi. Po po sinasabyang bahagyang nahagit ang wire dahil ito po ay minimum ang sakat. Nangangako po ako na Pundi na ito maunahit. Salamat Po.

Remarks/ Evaluation:

1 day suspension

 Signature of Employee Date: <u>10-5-19</u>	 Staff Date: <u>10-5-19</u>	 Staff Date: <u>10-5-19</u>	 Supervisor Date: <u>10-21-19</u>	 Manager Date: <u>10/23</u>
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