Service Support Building (330), Administration

Tel No.: (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

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19 PK36715

VAME

Conogana, Mary An Torreia

ROM

: PKIMT Management

UBJECT

Notice for Suspension

lo. of Offense

3rd Offense

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

ATE

December 15, 2020

10/30/2020

to name:

Conogana, Mary An Torreja

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

iolation Offense No.

V

OFFENSES AGAINST COMPANY INTEREST

ection 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

escription:

Not using COT jig during attachment of RCOT in Assembly process

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

his is for your guidance and strict compliance.

OTED BY:

CIMT Management

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FURUKAWA - Production Operator

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

I-Alert written only \$ Adercy/FAL PiWritten Only/based on Need day/s suspension(based from handbook & Memo for Major Non-compliance). The property of the	AGENCY Please Specify: PKIMT Name: Position: ID Number: Batch No.: Car Model/Line: Howler Old 2019 Car Model/Line: Howler Old 2019 Seperior Name: Details of Audit Findings: Associate did not used corting shirten Manda had not used corting shirten Associate did not used shirten Associate did not
1 1 1 1 1 1 1 1	ALCONG AL
	Control No: Contro
Manager	Non-compliance Reference/Document Control Number: No P-020 Page 13/22 Noted by RCOL 10 NOSCESS: NOTED DE ROLL 10 NO