

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

: 17 PK18896

NAME

Almendras, Mylene Mendoza

FROM

PKIMT Management

SUBJECT

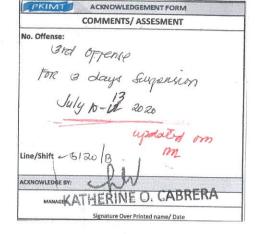
: Notice for Suspension

No. of Offense

3rd Offense

DATE

June 29, 2020



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

3/5/2020

to name:

Almendras, Mylene Mendoza

Violation Offense No.

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:

Appearance inspector return the harness on Appearance Hanger due to bend terminal

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

47 PK1000

FURUKAWA - Production Operator

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



Sarvice 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.

: 17 PK18896

NAME

Almendras, Mylene Mendoza Jn. Almendras

FROM

PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 3rd Offense

DATE

23-Jun-20

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

5-Mar-20

to name: Almendras, Mylene Mendoza

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No.

10

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This is for your guidance and strict compliance.

NOTED BY

PKIMT Management

Conforme: - fr. Africach ogt 17_PK18896

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION Control No: +AIP-19-2003-091 x FAS Reves/K. Hernandez G. Magadia AGENCY T-Wintorn Please Specify: Audited By: Checked by: Noted By: Almendras my lene Process: apprearanto Name: Group/Shift: Position: associate Non-compliance Reference/Document Date/ Time: Control Number: ID Number: march \$, 2020 17PK 18696 FAID_ WI-PRD- 12-007 No. of Offense: Batch No.: R. Maraigan Superior Name: Car Model/Line: Wayki 401/ ID6 Details of Audit Findings: Not tollowing 100 P, appearance inspector return the harness on appearance hanger due to bend terminal and get horners from impushed to be inspect even there is an opining horners barunded on 1805 also (18 and termina) WRITTEN EXPLANATION naupit the are kasi ni-re-inspect to po line 6000 Harness to kasi po may FOR conformation to ake ay wald to one amine JR-STAFF of has a mittine, sira hamon to one akine annon, pero production to po ito sattreet, Dala poinc inip at wola namon po aku Masuportan na appearance at Dahil Oclam ko po haman na Bawal Ocko mac process na hindi ako Ceptifileo, GINOWA KU NI-RE-INSPECT to DO WIK LOST GOOD HAPPIESS KO, NA HINDI NAMON DO AKO. awake na pawol pola po Ul Kunin UN: 6000 Harness Kapas Na-Inspect na

	REM	ARKS/ EVALUATION		
i-Alert written only Agency/FALP Written Qnly(based on handbook) Need day/s suspension(based from handbook & Memo for Major Non-compliance).				
J. Almendicos	R.morasyan	V malibay	S. HORNIUL	Speaker
Employee Date: 03/07/20	Jr Staff/ Date: 3 /7 /202	Date: Staff W	Supervisor Date: 3 (2) 2620	Manager Date: 03 / 16 / 2020