



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_PK13961

Mendoza, Mariz Leyma *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 27-Jul-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	Act - 1 DAY suspension JUL. 20 2019 <i>[Signature]</i>
Line	MARIZA 1124
Jr. Staff	J. BORJA
Staff	M. MARIZADO
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 8/02
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: Mendoza, Mariz Leyma

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Unauthorized person doing the process

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
17_PK13961

FURUKAWA - Production Operator

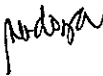
(Please attach your written explanation upon returning of this letter)



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 : 17_PK13961

Mendoza, Mariz Leyma 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 26-Jul-19

This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: Mendoza, Mariz Leyma

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Unauthorized person doing the process

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

17_PK13961

FURUKAWA - Production Operator

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

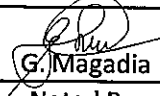
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-330

☒ AGENCY

Please Specify: PKMT

M-DACARAN	
Audited By:	Noted By:

Name: MARIZ MENDOZA
 Position: ASSOCIATE
 ID Number: 17-PK13961
 Batch No.: 164
 Car Model/Line: MAZDA 1124

Process: SENSOR (Appearance Process)
 Group/Shift: D5-A
 Date/ Time: JUNE 21, 2019/6:15 PM
 No. of Offense: 1st OFFENSE
 Superior Name: M-ANTOJADO

Audit Findings: UN-AUTHORIZED PERSON DOING THE PROCESS

Details:


CONDUCT SENSOR PROCESS WITHOUT HER BUDDY TRAINER (FIRST DAY OF OJT)


WRITTEN EXPLANATION


Ako po si Mariz Mendoza na na-audit ng I-alert nang June 21, 2019. Appearance ng Mazda 1124. Hindi ko po kasi alam na bawal ako mag sensor kahit OJT ako na ECT sensor, kaya po ngay process ako sa sensor at hindi ko po alam na bawal ako mag process sa ibang process kapag naka portion sa Appearance. May ka buddy po ako noon, lumipat lamang po sa kabilang table kasi tamalang na po sa kabilang table at big product ang running namin noong time na yun, naka din po kasi kami noon na ECT kaya kami po ang mag adjust para maka output at malabas ang ganti ng Acety.


Remarks/ Evaluation:

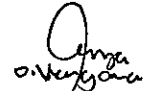
Please Issue Penalty.


 Signature of Employee
 Date: 07/03/19


 Jr Staff
 Date: 07/03/19


 Staff
 Date: 07/03/19


 Supervisor
 Date: 07/03/19


 Manager
 Date: 7/3/19