



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_PK32425
NAME : Esperancilla, Caroline Joy Castaños
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 4th offense
DATE : June 27, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	4th
5 days suspension 4/15 - 20/20 7/15 - 20/20	
Line/Shift	5716 - 7
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature/ver Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/8/2020 to name: Esperancilla, Caroline Joy Castaños

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 - Not conduct bando gun calibration (Bukumi)

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

Conforme:
19_PK32425

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 : 19_PK32425

NAME : Esperancilla, Caroline Joy Castaños - 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 4th offense

DATE : 14-Mar-20

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

8-Feb-20

to name: Esperancilla, Caroline Joy Castaños

Violation Offense | 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 :

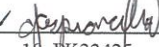
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NOTED BY:


PKIMT Management

Conforme: 
19_PK32425

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP 1A-2062-0321

☐ FAS
☒ AGENCY
 Please Specify: Bukumi

<u>E. Birtuz</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document
Control Number:

FALP-GL-PRD-6P-0012

Name: Espirancilla Caroline Joy Process: Bukumi
 Position: Associate Group/Shift: NS/A
 ID Number: 19PK32425 Date/ Time: Feb 8, 2020 9:15
 Batch No.: 263 No. of Offense: 1st
 Car Model/Line: Suzuki YD1 Elite Superior Name: J. Consulta

Details of Audit Findings: Not following SOP

Not conduct calibrating handgun dated Feb 7-8, 2020

WRITTEN EXPLANATION

Iko po ay naudit na i-alert dahil hindi ko po na-update ang check-sheet
na bandang na kala ng karamang si Christine akay nag-mahadali na kasi sa dating process
kaya hindi po agad ako nakapag-sulat ng check-sheet. Hindi na po mauubong
ganitong gawad.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FALP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Espirancilla Caroline Joy</u>	<u>R. Gamboa</u>	<u>J. Consulta</u>	<u>F. de Castro</u>	<u>Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02-11-2020</u>	Date: <u>02-12-2020</u>	Date: <u>02-12-2020</u>	Date: <u>02-13-2020</u>	Date: <u>02-13-2020</u>