

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

					TO SERVICE OF THE SER	CKWOWLEDGEMEN	i Fünğı	
ME	MORANDUM NO), HRADM		1 . 1	COMMENT			
· ME	7.01011		:		No. Offense		• :	1
то	: 19_PK32508		₹ · ·		MIT	WRITTEN I	WARRING	•
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i	Estoya, Flory As	31	;					
FROM	: PKIMT Manage	ment	3				:	i
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SUBJECT	: written/wh	muche -			OUBAK	U 7103	į	1
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No.of Offense	: 1 st offense		\$		ACENOWIED FOR	···/	10,21	
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DATE	: 20-Aug-19	•	- i → - !	•	10 (3)	September 18 (1977)	14 A 10 T F 1 A 1	
						D 4 17	\ \ a:	•
allia safare to l	the alleged offense	e(s) you have commit	ted at	27-Jun-	19 to nam	e: Estoya, Fl	ory Asi	
	.:		·		FG 354			
Violation Offe	nse No.V	AFFENSE	S AGAINST	COMPANY	INTEREST		-	
	1 8		\$		· 1 3			
		ect in connection with	or against the	policies & pr	ocedures, SOP	s, set work go	idelines & to th	e particular
Omission or	commission of an a	er in connection with each connection and res	ponsibilities in	herent to the	employee's wo	rk		
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Description:		ot following SOP - C	ennector did N	of refure Oil	connector ite: *	fter taping	4.	
			1		4.7		-	
isz	haraisan 5 days 111	on receipt of this let	ter to explain i	n writing wh	y you should ju	ot be given a	disciplinary ac	tion for such
You are nere	Failure to comply	oon receipt of this let would mean you volu	intarily waive	your right to	due process an	id the compai	ny nas no recou	rse out to
	imp	would mean you volt lement the penalty p	royided for bas	ed in our cor	npany ruiza wi	fi Information	* <u>:</u>	
This is for you	ır guidance and str	ict compliance.	-			, -		
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Conforme:	/ 5/ 3/000			• ,	1 (4) 1-24 1914 (1917)			
	19_PK32508	roduction Operator						
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(Please attach your written expalanation upon returning of this letter)



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

MEMORA	ANDUM	NO.	HRADM

TO

: 19_PK32508

Estoya, Flory Asi

- Offinally

FROM

: PKIMT Management

SUBJECT

: Notice to Explain

No. of Offense: 1st offense

et ...

DATE

: 19-Aug-19

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

27-Jun-19

to name: Estoya, Flory Asi

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:

Not following SOP - Connector did not return on connector ju after taping

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 PK32508

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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AGENCY	cify: Pkim1				antista	G. Magadia
please Spe	city:				dited By:	Noted By:
	ur de mala a		Process:	Acsel	bly	/
ne:	Flory A. Estoya		Group/Shift:	NS/B	*169***	,
ition:	Acsociate		Date/ Time:	96-27	-19 11:10 pm	
lumber:	19-PK 52 508		No. of Offense:	151	affence	••••
ch No.:	263 Subarn 4103	•••	Superior Name:	S	loche	••••
Model/Line:		tollowing	SOP			
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ails:					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	***************************************
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