



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_PK31636
agescueta
Escueta, Aiza Guce/
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9/13/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: <i>1st - 10th suspension</i> <i>Oct. 11, 2019</i>	
Line	<i>1001 - 2122</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/30/2019 to name: Escueta, Aiza Guce

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 using reference jig during option taping

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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: *1 agescueta*
19_PK31636

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_PK31876
Escueta, Aiza Guce
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 12-Sep-19

This refers to the alleged offense(s) you have committed at 30-Aug-19 to name: Escueta, Aiza Guce

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 - Not using reference jig during option 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: 1 a g e s c u e t a
19_PK31876

FURUKAWA - Production Operator

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



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-1019

☒ AGENCY

Please Specify: PKIMT

	
Audited By:	Noted By:

Name: Escueta, Aiza
 Position: Associate
 ID Number: 19PK21876
 Batch No.: 260
 Car Model/Line: Daihatsu DAI/2122

Process: Option Taping
 Group/Shift: Ds/B
 Date/ Time: August 30, 2019 / 9:45am
 No. of Offense: 1st Offense
 Superior Name: E. Malijan

Audit Findings: Not following SOP


Details:

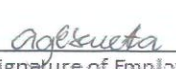




Not using reference jig during option taping.

WRITTEN EXPLANATION

Hindi ko po nagamit ang reference jig dahil po nahirapan po ako maglagay ng tape. Ginagamit ko din namam po iyang reference jig. Nagkaton po talaga noon time na iyon hindi ka po na gamit kasi nga po nahirapan ako mag tape.

Remarks/ Evaluation:

Issue memo 

 Signature of Employee Date: <u>8/31/19</u>	 Jr Staff Date: <u>8/31/19</u>	 Staff Date: <u>8/31/19</u>	 Supervisor Date: <u>8/31/19</u>	 Manager Date: <u>9/3</u>
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