



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 : 20_PK44662
NAME : Tumbaga, Xena Asis
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 20, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1st offense suspension
	4/7/2021
Line	55101 - A
ACKNOWLEDGE BY:	
MANAGER	V. R. R. R.
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/8/2021 to name: Tumbaga, Xena Asis

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:

Long dimension

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

Conformer: 20_PK44662


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 : 20_PK44662
NAME : Tumbaga, Xena Asis 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 20-Mar-21

This refers to the alleged offense(s) you have committed at 8-Jan-21 to name: Tumbaga, Xena Asis

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme: 

20_PK44662

FURUKAWA - Production Operator

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



WRITTEN EXPLANATION

DATE/ SHIFT

Jan. 08, 2021 Shift A

NAME

Tumbaga, Xena A.

LENGTH IN THE PROCESS

3 months

EXPLANATION

Hindi po ako minsan nagamit ng reference jig gawa po ng pag naipasok ko na po ang hard tube mahirap na pong batakin pataas. Lalo na pag big product. Gagamit na po ako sa susunod ng reference jig.

STAFF REMARKS

Give written explanation

SV REMARKS

DUE TO HIGH RATE OF "NR" GIVE HIGH MARK FOR THIS ASSOCIATE.

PLEASE ANSWER WITHIN the shift

STAFF TO REVIEW ANSWERED WRITTEN AND IMMEDIATELY FURTHER QUESTION THE ASSOCIATE AS NEEDED

PREPARED BY:

SIGN OF EMPLOYEE

CHECKED BY:

(STAFF)

APPROVED BY:

(SV/SM)