



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 : 18\_PK23385  
NAME : Lapat, Kimberley Agonia ✓ *Kim Agonia*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 21, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	2 days suspension
	OCT 28 - 29, 2019
	<i>Kim Agonia</i> 10/21/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Lapat, Kimberley Agonia

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 - Conduct mass pulling**

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:

*Kim Agonia*  
PKIMT Management

Conforme: *Kim Agonia*  
18\_PK23385

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 : 18\_PK23385  
NAME : Lapat, Kimberley Agonia ✓ *Kimberley*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Lapat, Kimberley Agonia

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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Description :

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This is for your guidance and strict compliance.

NOTED BY:

*CW*  
PKIMT Management

Conforme: ✓ *Kimberley*

18\_PK23385

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ##12 18-1909 - 1257

☐ AGENCY

Please Specify: PKINT

<u>L. Cabatona</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Lapat Kimberly  
Position: Associate  
ID Number: 18 PM29385  
Batch No.: 213  
Car Model/Line: Suzuki B101

Process: Sub.assy  
Group/Shift: PS 1A  
Date/ Time: Sept 18, 2019 2:55  
No. of Offense: 1st  
Superior Name: G. Cortes

Audit Findings: Non compliance on Insert full Method

Details:

conduct masa pulling on wmn. YR#-5B-4F-B, AG-5F-G

## WRITTEN EXPLANATION

ako po si Kimberley Lapat, nagmasspulling po ako dahil naan peng delay na delay na po ang sub ko ng araw na iyon, nagwang-wang ang pc andon ko at ng uulitin na ay nagmamadali na po ako. Aminado po akong nagawa ko ang bagay na iyon di ko namamalayan na nakagawa na ako ng ipinag-bawal sa process na bawal magmass-pulling. ~~pasensya na po at hindi ko na po uulitin.~~  
Mababato na po ako magdahan sa paggawa upang bawal ruler ay maisagawa ko na po ng tama.

## Remarks/ Evaluation:

Masa pulling may lead to tbs.

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>09-24-19</u>	<u>[Signature]</u> M. Grace De Castro Jr Staff Date: <u>9/24/19</u>	<u>[Signature]</u> G. Cortes Staff Date: <u>9/24/19</u>	<u>[Signature]</u> Elsa Sabillon Supervisor Date: <u>9/24/19</u>	<u>[Signature]</u> Katherine Cabrera Manager Date: <u>9/25/19</u>
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