



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_PK33722
NAME : Manuebo, Daisy Quintia *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 22, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i> <i>Suspension</i> <i>Nov 8</i>
Line	<i>7106 - B</i> <i>[Signature]</i> <i>MANUEBO</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 10-23 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/29/2019 to name: Manuebo, Daisy Quintia

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 Stop-call & wait

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*

19_PK33722

FURUKAWA - Production Operator

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



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

MEMORANDUM NO. HRADM

TO : 19_PK33722

NAME : Manuebo, Daisy Quintia *kgro*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 22-Oct-19

This refers to the alleged offense(s) you have committed at 29-Sep-19 to name: Manuebo, Daisy Quintia

Violation Offense

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 Stop-call & wait

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: *kgro*

19_PK33722

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAUP-IA-1909-1562

☒ AGENCY

Please Specify: PKINTI

<u>J. Minton</u> J. Minton	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Manuelo, Daisy
Position: Associate
ID Number: 19PK35722
Batch No.: 267
Car Model/Line: Subaru GLE/H06

Process: Sub Assy Process
Group/Shift: NS/A
Date/Time: Sept-29-2019/02:25 am
No. of Offense: 1st offense
Superior Name: D-Torino

Audit Findings: Not following Stop, call and wait

Details: Turning off the P-pull NG on Sub PC.

WRITTEN EXPLANATION

Ako po si Daisy Manuelo Ay Nagpatay Ng andon light sa
kadenkamin po na ako ay Delay na patensya na po hihaba Ho
na po ulitin sa enghod. Sorry po.

COUNTER MEASURE

Mag stop call and wait na po ako

Remarks/ Evaluation:

1 day suspension SR

Daisy
Signature of Employee
Date: 10-4-19

J. Minton
J. Minton
Staff
Date: 10-04-19

J. Gallardo
J. Gallardo
Staff
Date: 10-09-19

Alarcon
Alarcon
Supervisor
Date: 10-12-19

C. Magadia
C. Magadia
Manager
Date: 10/15