



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_PK27063
Carallas, Joann Rulo *Joann*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 22, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1ST 1 DAY SUSPENSION OCT. 04, 2019
Line	PROBATION 7106
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 8-27 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/21/2019 to name: Carallas, Joann Rulo

Violation Offense No.V

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:

Non compliance Insert-Pull Method

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: *[Signature]*
18_PK27063

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 : 18_PK27063
Carallas, Joann Rulo
FROM : PKIMT Management
SUBJECT : Notice to Explain
No.of Offense : 1st offense
DATE : 22-Aug-19

Carallas

This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: Carallas, Joann Rulo

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:

Non compliance Insert-Pull Method

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:

Carallas
PKIMT Management

Conforme: *Carallas*
18_PK27063

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION



FAS

Control No: FAIP- 1A- 1906- 362



AGENCY

Please Specify: PKINT

<i>[Signature]</i> D. THEMSEM	<i>[Signature]</i> G. Magadia
Audited By:	Noted By:

Name: CARALAS, JOANN
Position: ASSOCIATE
ID Number: 18PK 27063
Batch No.: 233
Car Model/Line: SUBARU/7106

Process: LAY-OUT PROCESS
Group/Shift: D5/A
Date/ Time: JUNE 21, 2019/07:15 AM
No. of Offense: 1ST OFFENSE
Superior Name: M. MONPERO

Audit Findings: NON-COMPLIANCE ON INSERT PULL-METHOD

Details: 7 DID NOT CONDUCT PULLING OF WIRES AFTER INSERTION OF TERMINAL ON LAY-OUT PROCESS.

WRITTEN EXPLANATION

Hindi po ako nakapag pulling of wires after insertion
so kadalihan pong akoy nakalimot. lagi naman po akong nagpupull
pagkatapos mag insert e yun lang po ang akong nakalagdaan.

Oi na ako nakakalimot sa pag pupull pagkatapos nari
insert, lagi ko na pong dalahanin at gagawin kung lagi.

Remarks/ Evaluation:

Please Issue Penalty *[Signature]*

[Signature]
Signature of Employee
Date: 07-04-19

[Signature]
Or Staff
Date: 7-06-19

[Signature]
Staff
Date: 7-6-19

[Signature]
Supervisor
Date: 7-9-19

[Signature]
Manager
Date: 7/10