



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_PK29176
Balog, Joddie Kayla Geungeu — JH

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: 16	1 day suspension Aug. 29, 2019 Sept. 9, 2019
Line	NL002-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/11/2019 to name: Balog, Joddie Kayla Geungeu

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:

Using of other name during sub assy process

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:

PKIMT Management

Conforme:
19_PK29176

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-W-1907-506

☒ AGENCY

Please Specify: PKINT

<u>L. P. Castro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Balog, Joddie Kayla
Position: Associate
ID Number: 19-PK29176
Batch No.: 248
Car Model/Line: Nissan / LG102

Process: Sula - Asst.
Group/Shift: A
Date/ Time: July 11, 2019 / 10:30PM
No. of Offense: 1st offense
Superior Name: L. Atienza

Audit Findings: Not following SOP

Details:

Using of other name during sula-assy process.

WRITTEN EXPLANATION

Ako po si Joddie Kayla Balog na na audit ng I-alert, na hindi ko pangalan ang na sa sub PC na aking ginamit sa kadahilanan na kami po ay ipinag palit palit ng aming dating leader sa ibang PC na akala namin na pansamantala lang kaya hindi ko na pinalitan dahil dun ko po kinabase ang biking ng aming ginawa araban po ninyo na hindi na masulit.

Remarks/ Evaluation:

for issuance of memo

<u>[Signature]</u> Signature of Employee Date: _____	<u>Mariang I. Atienza</u> Jr Staff Date: _____	<u>[Signature]</u> E. Dimas Staff Date: <u>7/11/19</u>	<u>J. Alcantara</u> Supervisor Date: <u>7/19/19</u>	<u>[Signature]</u> Mentor Date: <u>8/9/19</u>
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QW 8/19