



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_PK41633
NAME : *g/Amor* Samonte, Kristine Joy Areola
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day suspension 12/8/20 moved to 15/2021 12/21/20 R.P.A.	
Line/Shift	D012 Initial A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/15/2020 to name: Samonte, Kristine Joy Areola

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:

Unauthorized person doing the process in Gomusen insertion

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:

g/Amor
PKIMT Management

Conforme: *g/Amor*
20_PK41633

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRIME

Control No: FALP-H-2010-1393

<u>J. Mazarin</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Samonte, Kristine Joy

Position: Associate

ID Number: 200416333

Batch No.: 321

Car Model/Line: Daihatsu 201L / 4th Int'l

Process: Gomuten Insertion

Group/Shift: DL-A

Date/ Time: Oct. 15, 2020 / 1:30

No. of Offense: 1st

Superior Name: J. Overtano

Non-compliance Reference/Document

Control Number:

Penalty for Minor Non-compliance

Details of Audit Findings: un-authorized Person Doing The Process

WRITTEN EXPLANATION

Ako po ay na audit kasi po mag gomuten insertion po ako kabit hindi po ako certified. Tumulong lang po ako kasi wala pa po ang aking wire. Sa susunod po hindi na ako mag gagomuten. Tutulong nating po ako sa ka process ko.

REMARKS/EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Kristine Joy Samonte</u> Employee Date: <u>10/16/2020</u>	<u>Jazel Overtano</u> Jr Staff Date: <u>10/16/2020</u>	<u>[Signature]</u> Staff Date: <u>10/16</u>	<u>[Signature]</u> Supervisor Date: <u>10/16</u>	<u>[Signature]</u> Manager Date: <u>10/16</u>
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