



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_PK24832
NAME : Narito, GERALYN - *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 1 day suspension 3/11/21 <i>[Signature]</i> 3/23/21 <i>[Signature]</i>
Line/Shift	5/16 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2/17 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/19/2021 to name: Narito, GERALYN

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:

No good filing of Checksheet in Bando Gun

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]*
18_PK24832

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-IA-201-350

<u>P. Manrique</u> Audited By:	<u>Scherrandez K. Hernandez</u> Checked by:	<u>GMP J. Reyes</u> Noted By:
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Name: GERALYN NORITO
Position: ASSOCIATE
ID Number: KPL24832
Batch No.: 221
Car Model/Line: SUZUKI 401 15116

Process: BULK MAIL PROCESS
Group/Shift: DS-B
Date/ Time: JANUARY 19, 2021 9:26
No. of Offense: 1st offense
Superior Name: A. P. CUMAN

Non-compliance Reference/Document Control Number:

FALP-WI-PALD-AP-101

Details of Audit Findings:

No GOOD FILLING UP OF DAILY CHECKSHEET - BROKEN CHAMP JTB CL 1652 BUT STILL
MAKE AS GOOD ON ASST EVALU DAILY INSPECTION RECORD.

WRITTEN EXPLANATION

Ang po si GERALYN NORITO na naudit noong January 19, 2021
sa kadalhianang broken sig ang or 1652 pero nakaad po sa ating checksheet
yan po kasing gag naudit amin ay hindi applicable amin sa next
process po sa yun applicable kaya diko po alam na kailangan yan
dun kasi sa ib po yun nakaadpo
sa ransured po ay ichecked ko naming
po.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<u>AP</u> Employee Date: <u>01/23/21</u>	<u>A. P. CUMAN</u> Jr Staff Date: <u>01-23-21</u>	<u>Cham</u> Staff Date: <u>1-23-21</u>	<u>no. 06</u> Supervisor Date: <u>01/29/21</u>	<u>V. R. R. R.</u> Manager Date: <u>01/30/21</u>
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