



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_PK32175
NAME : Sarmiento, Jessa Belga *J. Sarmiento*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i> <i>1 day suspension</i> <i>11/2/19</i>
Line	<i>D01L 2125 - B</i>
ACKNOWLEDGE BY:	
MANAGER	<i>J. Sarmiento</i> <i>11/2/19</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/10/2019 to name: Sarmiento, Jessa Belga

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 SOP- Unauthorized person doing the process

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:

J. Sarmiento
PKIMT Management

Conforme: *J. Sarmiento*
19_PK32175

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-16-1910-1714

☒ AGENCY

Please Specify: PKMT

<u>M. Casama</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Sarmiento, Gema

Process: Dimension

Position: Associate

Group/Shift: NS/B

ID Number: 19PK32173

Date/ Time: October 10, 2019 / 11:30

Batch No.: 261

No. of Offense: 1st offense

Car Model/Line: Daihatsu D01L/2125

Superior Name: J. Barredo

Audit Findings: Un Authorized person doing the process

Details: Doing dimension process, certified only on assembly process.

WRITTEN EXPLANATION

Ako po si Jenera Sarmiento line 2125 ang na audit po ako sa kadaluyan na unauthorized po ako, ginawa ko lang po yun dahil waiting po kasi ang line namin dahil wala po kaming ECT Tambak po pati dimension ng mamark lang po ako nang una kaso hindi ko po natiti hinulungan ko po yung dimension ng inspect lang po ako ng konti pero di naman po hinayaan ng aming dimension na hindi maging ang buong harness kasi na may sinukat po ako don pero hindi lahat at trabaho sa po ngay eh okay lang daw po na mag mark lang po ako kaya hindi ko na po hinulungan pa, kaya patawad po kong gumawa ako nang process na hindi po ako authorized maging dalawang oras na po kasi kaming nakadanda sayang po nang oras at trabaho kaya sorry po hindi kura po ulitin at trabaho gusto ko rin po kasi mag-pa-authorized bilang dimension.

Remarks/ Evaluation:

Already onit associate, and request for cross-training.

Give Penalty

Sarmiento
Signature of Employee
Date: 10/14/19

N. Halla
Jr Staff
Date: 10/14/19

M. Comi
Staff
Date: 10/14/19

Nr
Supervisor
Date: 10/16/19

S. Fery
Manager
Date: 10/12