

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 PK35899

NAME

Llasos, Clarence Joy Ayleon

FROM

: PKIMT Management

SUBJECT

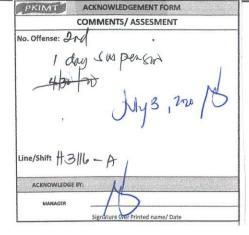
: Notice to explain

No. of Offense

: 2nd offense

DATE

14-Mar-20



This refers to the alleged offense(s) you have committed at

5-Feb-20

to name: Llasos, Clarence Joy Ayleon

Violation Offense | 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 Stop call & wait

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:

PKIMT Management

Conforme:

35899

FURUKAWA - Production Operator

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



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

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TO

19 PK35899

NAME

Llasos, Clarence Joy Ayleon

FROM

PKIMT Management

SUBJECT

Notice for Suspension

No. of Offense

2nd offense

DATE

March 14, 2020

This refers to the alleged offense(s) you have committed at

2/5/2020

to name:

Llasos, Clarence Joy Ayleon

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:

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: / / / / 19_PK35899

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION										
FAS		Control No:	FAIR 14-2002 - 044							
AGENCY Please Specify: (KM)	Raliga R. ALEGRO	J. Reyes/K. Hernangez	Q. Magadia							
Please Specify: 1100	Audited By:	Checked by:	/ Noted By:							
Name: Llacos Claren (& Joy Process:	Parts Distributor									
Position: Cuso in Group/Shift:	. N M	. Non-compliance Reference/Document								
ID Number: 1914 35899 Date/ Time:	teb 5, 2020 1:45	Control Number:								
Batch No.: No. of Offense:			11. PRD - 18004							
Car Model/Line: #onda @ lly Superior Name:	J- Mando									
Details of Audit Findings: You Following Gof CALL WALL DID Not call the after her of Acet when and another to a lack and IXIN										
Did not call the attention of or state when any enountived lacking parts										
WRITTEN EXPLANATION										
Ako po si clarence Joy Masos na audit sa kadahilanang nagka lacking parts										
po ako Nagkataon po kasi na may out po ako hung time na yon.										
Kara Do signis vadra lacking givana ko Do mon ay inilagay ko										
ga dulo suna parte na ninihingi, kasi naka portion din to nuna										
time na you young dalawang Expert at leader po namin!										
Sa INSUNDED DO SA Expert OF JESTAFF KOND DO IDIDIDAY JUNG										
missing parts kagag nagratain, gaymanhin po.										
REMARKS/ EVALUATION 124 TO AM										
i-Alert written only Agency/FALP Written Only(based on handbook)										
Need day/s suspension(based from handbook & Memo for Major Non-compliance).										
	Oh laa		1							
Show Advada	Janas	A vergarg	1							
Employee	Staff 20	Supervisor Date: 2-11-2020	Manager Date:							
Date. (76 - 0 - 1	2010 101	2410.	1 2000							