



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_PK27394
NAME : Pepino, Judith *J Pepino*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7/31/2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	Act - 1 day suspension AUG. 14, 2020
Line/Shift	107/9 <i>JW</i>
ACKNOWLEDGE BY:	<i>Katherine O. Cabrera</i> KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 06/02/2020 to name: Pepino, Judith

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

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 Pepino
PKIMT Management

Conforme: *J Pepino*
18_PK27394

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

MEMORANDUM NO. HRADM

TO : 18_PK27394
NAME : Pepino, Judith *J. Pepino*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 6-Feb-20 to name: Pepino, Judith

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 :

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: *J. Pepino*
18_PK27394

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2006-1284

☒ AGENCY

Please Specify: PRINT

<u>L. Caballero</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Pepino, Judith
Position: Associate
ID Number: 18PM27394
Batch No.: 234
Car Model/Line: Suzuki 401 15119

Process: Lay-out 3 Bandgun Process
Group/Shift: D/A
Date/ Time: June 02, 2020 104:00
No. of Offense: 1st offense
Superior Name: I. Cano

Non-compliance Reference/Document
Control Number:

NEG-2018-04-14
penalty for major non-compliance

Details of Audit Findings:

UNAUTHORIZED PERSON DOING THE PROCESS
DOING LAY-OUT 3 BANDGUN, CERTIFIED ONLY ON SUB-ASSY & TAPING PROCESS.

WRITTEN EXPLANATION

AKO PO SI Judith Pepino na nahuling nagbabandugan kahit hindi ako certified sa
katahilanang delay na po ang taping board namin kung kaya sinuport ko na
po sa kahit na alam kung hindi po ako authorized sa process na un.

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).

Employee <u>0. Esqu</u> Date: <u>07-13-20</u>	Jr Staff <u>7/19/20</u> Date: <u>7/19/20</u>	Staff <u>I. Cano</u> Date: <u>7-20-20</u>	Supervisor <u>S. Hernandez</u> Date: <u>7/21/20</u>	Manager <u>G. Magadia</u> Date: <u>7/21/20</u>
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garcia