



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_PK38776
NAME : Soberano, Karen ✓ *Knsobrano*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	1 day suspension
	1/22/21
	<i>Knsobrano</i>
Line/Shift	5527-D
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **10/14/2020** to name: **Soberano, Karen**

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 in Bukumi - Not following sequence during 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
20_PK38776

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PI/MT

Control No: FALP- 1A - 2010- 4364

<u>D. Dado</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: KAREN S. OBERANO

Position: ACCOUNT

ID Number: 1001138776

Batch No.: 290

Car Model/Line: SUZUKI 42R / 027

Process: Bukumi 2

Group/Shift: NS 1B

Date/ Time: OCTOBER 14, 2020 / 7:10

No. of Offense: 1st offense

Superior Name: E. lauro

Non-compliance Reference/Document Control Number:

FALP-W1-PRD- 101

Details of Audit Findings:

Not following sequence during Process - not following sequence based on SW on bukumi process.

WRITTEN EXPLANATION

Ako po si Karen Oberano ay numibingi ng paumanhin sa ginawa kong di pag sunat sa mababing mga number ng ating pinal process.
di ko po kasi alam ang ganun ang maging epekto sa wire kung yun ang ating gagawin iyang paumanhin nyo po sara.
at ako po ay nangangako na di kung po ulitin ang ginawa kung iyon pasensya na po.

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>[Signature]</u> Employee Date: <u>10-17-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>10-17-2020</u>	<u>[Signature]</u> Staff Date: <u>10-17-2020</u>	<u>[Signature]</u> Supervisor Date: <u>11-21-2020</u>	<u>[Signature]</u> Manager Date: <u>11-24</u>
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