

PKIMT

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\_PK30486  
NAME : *[Signature]*  
Austero, Jhon Mark Fabular  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : February 20, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd - 1 DAY suspension 3/17/2020 turned to 7/9/20 from <i>[Signature]</i> D-2/14
Line/Shift	<del>11:00-2:00</del> - R2
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/31/2020 to name: Austero, Jhon Mark Fabular

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:

Non-Compliance on Inset-Pull Method

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

Conformer:

*[Signature]*  
19\_PK30486

FURUKAWA - Production Operator

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



**MEMORANDUM NO. HRADM**

TO : 19 PK30486  
NAME : Austero/Jhon Mark Fabular  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : 13-Feb-20

This refers to the alleged offense(s) you have committed at 31-Jan-20 to name: Austero, Jhon Mark Fabular

**Violation Offense : V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19 PK30486

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)