



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_PK31297
Lopez, Mark Jomel Manalo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 9/10/2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense: 2nd			
Sept 24, 2019			
Line 57107-13			
ACKNOWLEDGE BY:			
MANAGER		Signature Over Printed name/ Date	
		Hays / 9-13	

This refers to the alleged offense(s) you have committed at 8/19/2019 to name: Lauta, Myline Ocmer

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 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: 19_PK31297

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALD-1A-1908-867

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AGENCY

Please Specify: PRINT

<u>Alvin</u> D. Tiemson	<u>GD</u> G. Magadia
Audited By:	Noted By:

Name: Lopez, Mark Jemel
Position: Associate
ID Number: 19PK3129
Batch No.: 257
Car Model/Line: Subaru 1707

Process: Sub Assembly Process
Group/Shift: NS1B
Date/ Time: August 19, 2019 6:45
No. of Offense: 1st Offense
Superior Name: G. Peralta

Audit Findings: Un-authorized Person doing the Process

Details:

Doing taping process on bukumi process certified only on sub-assy process.

WRITTEN EXPLANATION

pag pautan hin nyo po aling pag tataping ng
hindi ako certified sa bukumi sa kadahilang
delay lang po sila pasensya na po hindi na po
maulit.

(counter measure)

hindi na po ako mag tatap sa bukumi ng hindi
ako certified pasensya na po.

Remarks/ Evaluation:

1 day suspension

[Signature]
Signature of Employee
Date: August 23, 19

G. Peralta
Jr Staff
Date: 08-23-19

[Signature]
Staff
Date: 8-23-19

[Signature]
Supervisor
Date: 8/24/19

[Signature]
Manager
Date: 8/31

for 9/10