



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas,
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 DAY SUSPENSION
	4/13/2021
	May 7
Line/Shift	MARDOA 1110
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/Date	

MEMORANDUM NO. HRADM

TO : 19_PK29270

NAME : Bagui, Mary Ann Martinez *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 21, 2021

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

1/15/2021

to name: Bagui, Mary Ann Martinez

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 ECT - Associate conduct rotating of OMI machine

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]*

19_PK29270

FURUKAWA - Production Operator

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

[Handwritten mark]

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLUM T

Control No: FALP 19-2601-267

<u>D. Nersson</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Basul, Mary Ann Martina

Process: E.C.T

Position: associate

Group/Shift: DXA

ID Number: 19129276

Date/ Time: January 15, 2021 / 9:15

Batch No.: 248

No. of Offense: 1st offense

Car Model/Line: Maida / 1110

Superior Name: X. Cera

Non-compliance Reference/Document
Control Number:

FALP 19-2601-058

Details of Audit Findings:

Non-compliance in EQ - associate conduct notating of OMI machine due to encountered late installation of USB for change product.

WRITTEN EXPLANATION

AKO PO SI MARY ANN M. BAGUI NG 1110 AT NAGDOT SA KADAHILANG NAG-1101 NG OMI KASI PO DI KO NAPANSIN NA NAG-10A NA PRODUCT KAYA PO NABARIL KO PO AGAD NG DI PO NAKAAY ANG OMI AT DI NADALITAN ANG SAKSAKAN NG USB KAYA PO DI ITO NAG AUTOSEARCH - DI KO PO NATAWAG AGAD SI MAM KASI PO ASA MEETING KAYA PO NATARAWA NA PO AKO - KAYA AKO NA PO NAG-1101 NG OMI.

ANAPANGKO KO PO DI KO NA PO WILITIN - KAPAG NAKAINCOUNTER PO ULIT AKO NG NONORMALITY NA AKING PROSESS AT NAG STOP, CALL @ WAIT NA PO AKO.

SIYAPA PO AT NUYONG MAUNAWAN.

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>Amazgin</u>	<u>M. Alhagay</u>	<u>Seaton</u>	<u>E. Cera</u>	<u>Harjo</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01/19/21</u>	Date: <u>01/19/21</u>	Date: <u>01-21-21</u>	Date: <u>01-21-21</u>	Date: <u>2/3</u>