



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_PK43847 *[Signature]*
NAME : Lacerna, Bernadeth Beguia
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	2 days Suspension
	4/7-8/2021
	4/16-17/2021 <i>[Signature]</i>
DATE/ TIME	DOLE 2112 <i>[Signature]</i>
MANAGER	<i>[Signature]</i> 3/26/2021

This refers to the alleged offense(s) you have committed at 1/29/2021 to name: Lacerna, Bernadeth Beguia

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:

Un-authorized Repair / Hidden Repair

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_PK43847

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: FAMP-1A-2101-541

<u>F. Aragon</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lacerna, Bernadeth

Position: Associate

ID Number: 20PR42847

Batch No.: 321

Car Model/Line: Daihatsu DO11-2112

Process: Dimension

Group/Shift: DS-B

Date/ Time: Jan. 29, 2021 / 08:40

No. of Offense: FIRST OFFENSE

Superior Name: J. Roxas

Non-compliance Reference/Document Control Number:

FAMP-WL-PRO-IP-044

Details of Audit Findings: Un-Authorized Repair / Hidden Repair

Associate conduct slightly pull and twist the branch due to short dimension

WRITTEN EXPLANATION

Good po ang suklat sa Board (kaya) ng connector kaya hindi ko na po kabanigan hilahin pa,
(Hindi ko po hinila dahil sa short dimension), iniloko ko lang po dahil ang connector ay
naka liko. Hindi na po ako napapadak uulit. parensya 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>Samp</u>	<u>Cancer</u>	<u>V. Rife</u>	<u>Pumplem</u>	<u>6. Tany</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02-19-21</u>	Date: <u>02-19-21</u>	Date: <u>2-19-21</u>	Date: <u>02-22-21</u>	Date: <u>3/2/21</u>