

MEMORANDUM NO. HRADM

TO : 19 PK36715
NAME : Conogana, Mary An Torreja
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : December 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
2 days suspension 12/15/20	
2/3-4/21	
Line/Shift	# 3119 - 15
ACKNOWLEDGE BY:	[Signature]
MANAGER	[Signature]
Signature Over Printed Name/ Date	

This refers to the alleged offense(s) you have committed at 10/30/2020 to name: Conogana, Mary An Torreja

Violation Offense No. V
Action No. 10

OFFENSES AGAINST COMPANY INTEREST

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 using COT jig during attachment of RCOT in Assembly 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

Inform: [Signature]
19 PK36715

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

