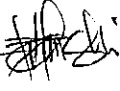
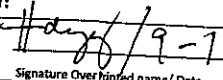




Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 18\_PK27195  
Evangelio, Dorotea Montalbo   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st
1 day Suspension	
Sept. 16, 2019	
Line	27195-B
ACKNOWLEDGE BY:	
MANAGER	 8/31/19
Signature Overprinted name/ Date	

This refers to the alleged offense(s) you have committed at 8/3/2019 to name: Evangelio, Dorotea Montalbo

**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 repair)**

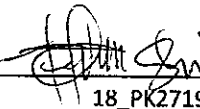
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

**NOTED BY:**

  
**PKIMT Management**

Conforme:

  
18\_PK27195

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION



FAS

Control No: FALP-IA-1908-746



AGENCY

Please Specify: PKMT

<u>Minister</u> D. Hemson	<u>of Magadia</u>
Audited By:	Noted By:

Name: Evangelina Danta  
Position: Associate  
ID Number: 19PK27195  
Batch No.: 233  
Car Model/Line: Subaru 1.8

Process: Dimension  
Group/Shift: August NS/B  
Date/ Time: August 3, 2019/07:20  
No. of Offense: 1st offense  
Superior Name: D. Torino

Audit Findings: Un-Authorized / Hidden Repair

Details:

Pulling of branch on dimension inspection due to encountered short dimension.

## WRITTEN EXPLANATION

May nakita po kase ako na palenkapin na STV sa kang branch ng harness, tinignan ko po kung damage ang STV, nakita ko po na may malapat nang o makit ang Gap ng clamp at STV, kaya himla ko po ng bahagya ang clamp. Hiniknisi po ako ng pamanahin sa ating ginamit at alalahanin po na di makit pa ang pangyayaring ito. Maraming Salamat po!!

## Remarks/ Evaluation:

1 day suspension

[Signature]  
Signature of Employee  
Date: 8/10/19

[Signature]  
Jr Staff  
Date: 8/10/19

[Signature]  
Staff  
Date: 8-12-19

[Signature]  
Supervisor  
Date: 8-14-19

[Signature]  
Manager  
Date: 8/15