



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_PK40602
NAME : Bantog, Nasimah Tanandato *for family*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 28, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 2 days suspension 4/24 + 26/2021
Line	PUBANU 7103
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 3/16/2021 to name: Bantog, Nasimah Tanandato

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 Insert - Pull Method

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_PK40602

FURUKAWA - Production Operator

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



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

Item
#

11

PKIMT

OFFENSE: nat following sop

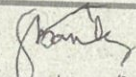
DATE: 08/20/21

WRITTEN EXPLANATION:

Ako po si Nasimah. Tomandito. Bantog, ako po ay nangandit dahil sa pagmamamawal incentive, pasenya na po. kung alay ng manual, gusto ko bang pangmaka-ahon sa pagkakadelay at yan lamang po ang paraang nairip ko pasenya na po. Hindi na po mamulat.

Countermeasure:

bibigyan ko mabang po ang gawain ko para hindi na po matapag manual. at hindi na po mulitin yan pasenya na po.


Nasimah Bantog | 7103

Signature over Printed Name / Line

Charge Car Model/Department	Person Incharged
Subaru	Sir Jhe