



Process 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 : 19_PK30780
De Torres, Jonalyn Dela Cruz *Jonalyn*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd Offense

DATE : August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd 2nd Supervisor Sept 19-20, 2019 12-13
Line	57102
ACKNOWLEDGE BY:	
MANAGER	<i>Jonalyn</i> 9-1 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/14/2019 to name: De Torres, Jonalyn Dela Cruz

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:

Jonalyn
PKIMT Management

Conforme:

Jonalyn
19_PK30780

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: ALP-1A-1908-870

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AGENCY

Please Specify: PRINT

<u>D. Tiemsen</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: De Torres, Jonalyn
 Position: Clearance
 ID Number: 19-PR30780
 Batch No.: 259
 Car Model/Line: Subaru/ 1102

Process: Dimension
 Group/Shift: DLA
 Date/ Time: August 14, 2019 6:45 pm
 No. of Offense: 1st
 Superior Name: R. Reyes

Audit Findings: Un-authorized Repair / Hidden Repair

Details: associate encountered dimension defect, she caught moving clamp on dimension process.

WRITTEN EXPLANATION

I, JONALYN D. DE TORRES, CANNOT THE I ALERT MS. D. TIEMSEN BECAUSE I MOVE THE P.R. ANITA BACKWARD BECAUSE I CAN SEE THE MAXIMUM MEASURE OF 40. So, we can't put the maximum or minimum measurement. So, try to make that P.R. that can cause a mistake because I'm not a authorized person to do that. And JR. STAFF STAFF OR AUTHORIZED PERSON TO REPAIR THOSE NG IN THE HARNES. IM SORRY I CAN NOT DO THAT AGAIN.

COUNTER MEASURE:

STOP, call, wait
 clip the confirmation tag

Remarks/ Evaluation:

2 days suspension
 issue penalty

<u>[Signature]</u> Signature of Employee Date: <u>08-17-19</u>	<u>[Signature]</u> H. Gino Jr Staff Date: <u>08-17-19</u>	<u>[Signature]</u> A. R. Reyes Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>08/20/19</u>	<u>[Signature]</u> Manager Date: _____
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