



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 : 19_PK33227
Bastatas, Marife

FROM : PKIMT Management

SUBJECT : Notice for Suspension - *P. Bastatas*

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	19 1 day suspension Sept. 3, 2019
Line	57103-A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/15/2019 to name: Bastatas, Marife

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- Inconsistent in doing point to point system & comparing to master sample

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK33227

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-557

☒ AGENCY

Please Specify: PRINT

<u>CRISTINA</u> M. CASAMA	<u>G. Magadia</u>
Audited By:	Noted By:

Name: BASTAS, MARIFE
Position: ASSOCIATE
ID Number: 10PK3227
Batch No.: 267
Car Model/Line: SUBARU 17103

Process: APPEARANCE INSPECTION
Group/Shift: DS/A
Date/ Time: JULY 15, 2019 / 7:30 PM
No. of Offense: 1ST OFFENSE
Superior Name: _____

Audit Findings: NOT FOLLOWING SOP

Details:

INCONSISTENT IN DUNE POINT TO POINT SYSTEM & COMPARING TO MASTER SAMPLE

WRITTEN EXPLANATION

Ako po si Marife Bastas, nang dumating po ang audit kaya po hindi ko nasunod ang SOP ay nagmamadali po. atang nag inspect sapagkat mag time na po at sila nagkafalang nag alignment po ako, hindi ko po itatagpi ang di pag sunod sa SOP at nangangakang gagawin na ang tanong profesa sa pag inspect. salamat po at humihing po ako ng pamanhala.

Remarks/ Evaluation:

Written

This is a very no good act.

please Issue Penalty

R. R. Reyes
Signature of Employee
Date: 2-27-19

Groche
Staff
Date: 08-01-19

R. R. Reyes
Staff
Date: 08-01-19

R. R. Reyes
Supervisor
Date: 8/1/19

H. Magadia
Manager
Date: 8/10