



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_PK36054
NAME : Leyte, Geza Torneo *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 15, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENT / ASSESSMENT	
No. Offense:	1st - 1 day Suspension 12/9/2019.
Line	DMIT-ATSC RUB - B
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/13/2019 to name: Leyte, Geza Torneo

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:

Unauthorized operator doing the process, inspector caught doing taping and she was only authorized in Dimension and Appearance 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

Conforme: *[Signature]*
19_PK36054

FURUKAWA - Production Operator

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



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_PK36054
NAME : Leyte, Geza Torneo *Geza*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 14-Nov-19

This refers to the alleged offense(s) you have committed at 13-Nov-19 to name: Leyte, Geza Torneo

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

Geza
PKIMT Management

Conforme: *Geza*

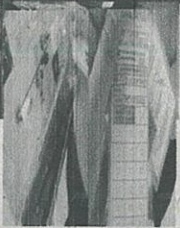

19_PK36054

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 13, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Ca Model/ Department	Person Incharged	Status/Remarks
13	11/13 NS	Daihatsu line 2108			Unauthorized operator doing the process, inspector caught doing taping, she was only authorized in dimension and appearance process	NG	Informed staff regarding this and advised to remind to follow work assign	SOP	Leyte Geza-PKIMT 	Gold Turano	Daihatsu		For Monitoring

PKIMT

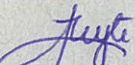
OFFENSE: LEYTE GEZA TORNEODATE: Nov. 15, 2019

WRITTEN EXPLANATION:

Parangya na po kung ako ay nagtaping na hindi ako certified sa ka dahilarang wala po kaming arry kahit isa. Kaya po nagtapi na lang po ang nag-arry kasi wala kaming ginagawa at wala po kaming inspection. Sa robrang baba po kari ng efficiency namin at malaki ang aming plan.

Countermeasure:

Di na po ako mag-arry hanggat hindi pa po ako certified. Niklakaad na lang po kung aking certified sa arry.


GEZA T. LEYTE

Signature over Printed Name / Line