



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_PK36025
NAME : Pedregal, Rose Ann Bacas
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day Suspension	
12/17/20 - Pedregal	
Date return: 12/18/20 @ 8:00 AM	
Line/Shift	8:00 PM / 5:00 PM
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/20/2020 to name: Pedregal, Rose Ann Bacas

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 person doing the 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_PK36025

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2010-443.7

☐ FAS

☒ AGENCY

Please Specify: PKINT

<u>M. Montejó</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Pedregal Rose Ann
Position: Associate
ID Number: 19-PK3G025
Batch No.: 278
Car Model/Line: Suzuki Y2R/5128

Process: Grommet insertion
Group/Shift: PSA
Date/ Time: October 20, 2020 12:10
No. of Offense: 1st offense
Superior Name: A. Montejó / P. Sanchez

Non-compliance Reference/Document Control Number:

Details of Audit Findings: Unauthorized person doing the process. Certified only on embassy and layout.

WRITTEN EXPLANATION

Ang process ko po ay Grommet insertion at layout kaya po sa aking pagkakain hindi ay pwedi po ako mag portion doon. Nag process po ako sa G.I dahil alam naman po ito ng aking staff at Jr. Staff at na orient naman na din po ako ng equipment.

MDM - Compliance
Supervisor

REMARKS/ EVALUATION

- ☐ i-Alert written only ☐ Agency/FALP Written Only(based on handbook)
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Rose Ann Pedregal</u> Employee Date: <u>10-22-20</u>	<u>A. Montejó</u> Jr Staff Date: <u>10/22/20</u>	<u>P. Sanchez</u> Staff Date: <u>10/23/20</u>	<u>M. Montejó</u> Supervisor Date: <u>10-27-20</u>	<u>D. Vergara</u> Manager Date: <u>11/14</u>
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