



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 : 18_PK24254
Mota, Bing De Guzman *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : 15-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>end Suspension for 6 days</i> <i>Feb 4-9, 2019</i> <i>Feb 10 - days left <i>[Signature]</i></i>
Line	<i>15123</i>
Jr. Staff	
Staff	<i>Bde Guzman</i>
ACKNOWLEDGE BY: <i>[Signature]</i> <i>1/15/19</i>	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8-Jan-19 to name: Mota, Bing De Guzman

Violation Offense No.I

OFFENSES AGAINST HEALTH AND SAFETY

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 follow SOP -Associate caught using male terminal to remove tied in bundle of shikakaris

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]*
18_PK24254

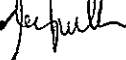
FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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 : 18_PK24254

Mota, Bing De Guzman 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 2nd Offense

DATE : 12-Jan-19

This refers to the alleged offense(s) you have committed at 8-Jan-19 to name: Mota, Bing De Guzman

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:

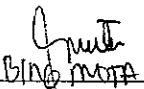
Not follow SOP -Associate caught using male terminal to remove tied in bundle of shikakaris

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:


PKIMT Management

Conforme: 
18_PK24254

FURUKAWA - Production Operator

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



DATE: 1/14/19

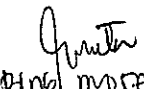
OFFENSE: Not following SOP

WRITTEN EXPLANATION:

That time po kasi ang higpit po ng pagkakaroll ng tape sa wire eh that time din po delay din po ako sa SUB ko super tense na tense po kasi ako eh ang higpit po ng pagkakatape, naisip ko po gamitin ang sub wire terminal para po mapadali ang pagbabaklas sa tape yun po nakita po ng compliance ang nagawa ko.

COUNTERMEASURE:

Follow always a SOP... every abnormalities always stop can and wait... From now on po kahit po mdelay na ako dina po ako matetense.


Dina Mora
Signature over Printed Name

Car Model / Line