



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_PK27208
Eborde, Jeanzen Rosales / *JHR*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 4, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	
<i>1st - 1 DAY SUSPENSION</i> <i>6/25/2019</i> <i>Oct 23</i>	
Line <i>(SUBMIT 7106 /A)</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 10-14
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 6/25/2019 to name: Eborde, Jeanzen Rosales

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 - Not following Maximum set on Inspection Hanger

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]*
18_PK27208


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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK27208

Eborde, Jeanzen Rosales 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 3-Oct-19

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Eborde, Jeanzen Rosales

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

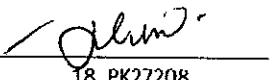
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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

18_PK27208

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-342

☒ AGENCY

Please Specify: PKMT

<u>G. Magadia</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Elvonde Isansen
Position: Associate
ID Number: 18-PK 27208
Batch No.: 133
Car Model/Line: Subaru / L7106

Process: ECT
Group/Shift: A
Date/ Time: June 25, 2019
No. of Offense: 1st Offense
Superior Name: G. Alkugena

Audit Findings: Not Following SOP

Details:

Not following maximum set on inspection kanger
OK: assets
NA: G set

WRITTEN EXPLANATION

kaya po kami nahapit kasi tambak nadin po kami, at
dire-direct ng dimension, sample po yung tambak namin
Hindi mababawasan. Pagdating naman po sa capiarance
hindi agad sila nagamit ng andon kaya dire-direct kami.

1 day suspension
pls follow andon rule

<u>[Signature]</u> Signature of Employee Date: <u>06/26/19</u>	<u>[Signature]</u> Jr Staff Date: <u>6/26/19</u>	<u>[Signature]</u> Staff Date: <u>7-6/19</u>	<u>[Signature]</u> Supervisor Date: <u>9/28</u>	<u>[Signature]</u> Manager Date: <u>9/30</u>
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