



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\_PK25281  
NAME : Jimenez, Mary Jane Ibana  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 24, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day Suspension Oct 25, 2019 L. Jimenez 10-26-19	
Line	D2117 -B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed Name/ Date	

This refers to the alleged offense(s) you have committed at 9/28/2019 to name: Jimenez, Mary Jane Ibana

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 following SOP - Caught mass pulling**

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\_PK25281

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\_PK25281

NAME : Jimenez, Mary Jane Ibana *Jr Jr*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 28-Sep-19 to name: Jimenez, Mary Jane Ibana

Violation Offense | V

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY

*PN*  
PKIMT Management

Conforme: *Jr Jr*  
18\_PK25281

FURUKAWA - Production Operator

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

# ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAR 1A-1909-1549

☐ AGENCY

Please Specify: PKM

<u>D. Thompson</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Jimenez, Mary Jane

Process: Sub assy

Position: Associate

Group/Shift: RS 1st

ID Number: 16PR 20951

Date/ Time: Sept 28, 2019

Batch No.: 222

No. of Offense: 61

Car Model/Line: Daihatsu 2017

Superior Name: M. Faigao

Audit Findings: non compliance on Inert Full Method

Details: Associate caught manipulating on comm. RSL-4F, RSL-RFB

## WRITTEN EXPLANATION

AKO PO SI JIMENEZ MARYJANE NG DAHATSU 2017 NA NAG-~~PO~~ NAHUL NG  
ALERT NA NAG-MANIPULING KASI PO NAG-DOBU NG PO YUN TAPAS PINATAY PO NG  
URING LEADER AT INULIT KO PO SA PAGMANADALI KO PO AY HINDI KO NA PO  
NATAPAYAN NA NAGWAKAN KO PO YUNG IBANG WIRE, PAUMAHIN PO SA GINAWA KO  
(~~SA SIKAPAT PO NG SIKAPAT KO NA ANG~~)  
HINDI NA PO MANULIT,

## Remarks/ Evaluation:

Issue memo [Signature]

<u>[Signature]</u> Signature of Employee= Date: <u>10/03/19</u>	<u>[Signature]</u> Staff Date: <u>10-3-19</u>	<u>[Signature]</u> Staff Date: <u>10-3-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-3-19</u>	<u>[Signature]</u> Manager Date: <u>10/14</u>
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