



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_PK30915
Alvarez, Donna Lorena / *Donna Alvarez*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9/10/2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st Sept. 12, 2019
Line	5702 -B
ACKNOWLEDGE BY:	
MANAGER	<i>Hazy</i> / 9-13
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/5/2019 to name: Alvarez, Donna Lorena

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- Inspector inconsistently performed point to point system and comparing to master Sample

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:

gn
PKIMT Management

Conforme: / *Donna Alvarez*
19_PK30915

FURUKAWA - Production Operator

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

not online

I ALERT WRITTEN EXPLANATION

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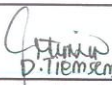
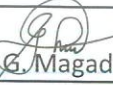
FAS

Control No: PAIP- 1A-1909 - 753

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AGENCY

Please Specify: PKMT

 D. Tiemsen	 G. Magadia
Audited By:	Noted By:

Name: Alvarez, Donna
Position: Associate
ID Number: 19PK30919
Batch No.: 255
Car Model/Line: Subaru 17102

Process: Appearance
Group/Shift: DS/B
Date/ Time: August 5, 2019/2:35
No. of Offense: 1st offense
Superior Name: H. Guirre

Audit Findings: Not following sop
Details: Inspector inconsistently performed point to point system and comparing to master sample.

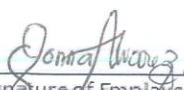
Remarks: MP still on the line upon checking/coordinated to agency.

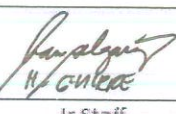
WRITTEN EXPLANATION

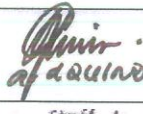
Ako po si Donna Alvarez na audit ng i-alert na hindi nag point to point at nag compare sa master sample, dahil may suport po kami kumakanta po ng 5 sets para sa changing point ay ako po ang nagre inspect.


Remarks/ Evaluation:

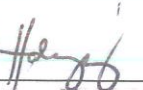
Written
Issue penalty


Signature of Employee Date: <u>09/03/19</u>


Jr Staff Date: <u>9/3/19</u>


Staff Date: <u>9/3/19</u>


Supervisor Date: <u>9-05-19</u>


Manager Date: <u>9/5</u>

9/10