



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_PK26803
Magtibay, Lizette de Chavez *Lmagtibay*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 17-Dec-18

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>K5</i>
	<i>Suspended Jan. 9, 2019</i> <i>D/s pagtatalik 01/10</i>
Line	<i>Suzuki S720</i>
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>Hrdmaga</i> / <i>12-17</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Magtibay, Lizette de Chavez

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- Stop, call and Wait rule

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:

M. L. Lacerda
PKIMT Management

Conforme: *Lmagtibay*
18_PK26803

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_PK26803
Magtibay, Lizette de Chavez *Amagtibay*
FROM : PKIMT Management
SUBJECT : Notice to explain
No.of Offense : 1st offense
DATE : 14-Dec-18

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Magtibay, Lizette de Chavez

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- Stop,call and Wait rule

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:

Amagtibay
PKIMT Management

Conforme: *Amagtibay*
18_PK26803

FURUKAWA - Production Operator

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

To whom it may concern,

Please issue disciplinary action to the employees who violated
STOP, CALL & WAIT Rule at line 5120
Violations were evident in the CCTV footage reviewed by management.
Attached herewith are their written explanations

For your consideration

We will be waiting for your action

God Bless

Thank you!

H. Manzano (Asst. Manager - PDI)
Prepared by

R. Cabrera (Section Manager - PDI)
Noted by

WRITTEN EXPLANATION

Name: Lizette Magtibay /
Line: 520
Defect: RCC SWITCH OFF W/O INFORMING TO SUPERVISOR

Ako po si Lizette Magtibay, inaamin ko po na nagpatay po ako ng PC nung dec. 01. Naghahang po kami ang ating PC at malagal pong mag ok. Sa dami ko na pong tambak nag advance din po ako sa pag-inspect kaya di po agad ako nakaka pagbarcode bago mag-inspect dahil din po sa pagpatay ko ng PC nagkaroon po ng exen sa house na isang poly box. Nung time na nagpatay po ngunit ako ng PC ay hindi ko po egi kumbal sa polycard. Hindi ko na po talaga napanin at tambak at paghahang pamin po ang PC. Ipagpamamahin po ninyo ang lagawan kong pagkakamali. Hindi ko na po nilinis sa anumod ang pagkakamali ko.

Magtibay

Signature of Employee

ANDY CHENCA
JR. STAFF

Dale Cruz
CASTRO
STAFF,

RHB
APRIL
SUPERVISOR

Noted: Hagay



DATE: 12/15/18

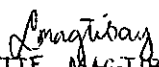
OFFENSE: NOT FOLLOWING STOP, CALL & WAIT

WRITTEN EXPLANATION:

Ako po si Lizette Magtibay inaamin ko po na nagpatay po ako ng PC nung dec. 01. Naglahang po kasi ang aking PC at matagal pong mag OK. La dami ko na pong Tambak, nag advance din po ako sa pag-inspect kaya di po agad ako nakakapagbarcode bago mag inspect dahil din po sa pagpatay ko ng PC nagkaroon po ng excess na harness sa isang polybox. Nung time na nagpatay po siya ako ng PC ay hindi ko po rabanal sa polycord! Hindi ko na po talaga napansin dahil Tambak at naglahang parin po ang PC ko.

COUNTERMEASURE:

Ipagpaumanhin po ninyo ang aking pagkawala; la sumod po na makas encounter ulit ako ng ganitong abnormality, ipaalam ko na po sa staff or jr staff namin.


LIZETTE MAGTIBAY

Signature over Printed Name

SUZUKI YDI Merge / I120
Car Model / Line