



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 : 20_PK43847
NAME : Lacerna, Bernadeth Beguia *Sacra*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	4 DAYS SUSPENSION
	4/20, 21, 22, 23, 24/2021
	5/4-11/21 5/6-10/21
	5/21-22/21 <i>Sumang</i>
Life/Unit	D2112 <i>P</i>
	<i>3/26/2021</i>
MANAGER	<i>6-Kmy</i>

This refers to the alleged offense(s) you have committed at **2/4/2021** to name: **Lacerna, Bernadeth Beguia**

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 visual inspection 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:

Sacra
PKIMT Management

Conforme: *Sacra*
20_PK43847

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Primi

Control No: FAIR-1A- 2102-071

<u>M. Casima</u>	<u>Schneider</u> <u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lacerda, Bernadeth
 Position: Associate
 ID Number: 20PR 43847
 Batch No.: 928
 Car Model/Line: Daihatsu 0021 2111

Process: Dimension
 Group/Shift: NL-B
 Date/ Time: Feb. 4, 2021 8:50
 No. of Offense: 1st
 Superior Name: C. andres

Non-compliance Reference/Document Control Number:

FAIR-1A- PRD- 1P- 044

Details of Audit Findings:

Not following valid inspection rule
Associate conduct measuring on dimension even not yet barcoded on IRCS

WRITTEN EXPLANATION

Na barcode ko na po hindi tang po nag ok, dahil ang IRCS ay Nag Ita-Itang o nag la-log. Hindi ko po napansin na hindi pala nag ok kahit tumung itang aking ibar-code, dahil hindi po ako nakatingin sa IRCS. nung IBARCODE ko Hindi na to ako ulit titingnan ko na po bago ko ibar-code. parengya na po!

REMARKS/ EVALUATION

☒ i-Alert written only
☐ Agency/FALP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Sacamp</u>	<u>andres</u>	<u>J. Reyes</u>	<u>Supervisor</u>	<u>Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02-19-2021</u>	Date: <u>02-19-21</u>	Date: <u>2/19/21</u>	Date: <u>02-22-21</u>	Date: <u>3/2/21</u>