

MEMORANDUM NO. HRADM

TO : 19_PK35088
NAME : Sanchez, Rina Romano
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 13, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: 2nd offense	
3 days Suspension	
Oct 26 - 28, 2020	
Line/Shift: 0012001 1703/13	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER: KATHERINE O. CABRERA	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/7/2020 to name: Sanchez, Rina Romano

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:

Unauthorized / Hidden Repair

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]*
19_PK35088

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

MEMORANDUM NO. HRADM

TO : 19_PK35088

NAME : Sanchez, Rina Romano

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 12-Oct-20

This refers to the alleged offense(s) you have committed at 7-Oct-20 to name: Sanchez, Rina Romano

Violation Offense 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 :

Unauthorized / Hidden Repair

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

Conformer *[Signature]*
19_PK35088

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

October 12, 2020

TO PKIMT Agency

Sir/Ma'am,

Good day!

Please issue Incident Report or Notice to Explain to employee on the attached sheet for not following SOP on our Company Rules and Regulations.

Any concern, please feedback.

Thanks,


Katherine Cabrera

PD4-Section Manager



WRITTEN EXPLANATION

DATE 10-07-2018
NAME Rina Sanchez
CATEGORY/AGENCY PRINT ID NUMBER: 19-PR35080
LINE NUMBER and SHIFT 505 - B/D5
DATE HIRED July 10, 2018
PROCESS Sub Assy Audited By: M. Arul
VIOLATION/AUDIT Unauthorized / hidden repair of wine terminal
CONTROL NO. GRP1-00-1 OFFENSE NO. 1st

EXPLANATION

Bakit na-audit ka?

Ang inibang ko po ng wine bottle ang label at humawala po
ang gamot na terminal nito ngayon ko lang po at ngayon na dati nitong
itong.

Ano sa palagay mo ang epekto nito sa harness?

Ang maraming pang agang epekto nito sa harness ei sa may
posibilidad na magkaroon ng customer claim.

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?
Opo, Written or suspension po

COUNTERMEASURE

Hindi ko na po ulitin, at tatawagin ko na po ang ating
Jr. Staff na orar po na magyan ulit.

STAFF REMARKS

> Already put red tag & bring on repair area.

SV REMARKS

Issue memo

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Rina Sanchez
Sign of Employee

CHECKED BY:

G. Capistrano
Jr. Staff

NOTED BY:

M. Arul
Staff

APPROVED BY:

C. Carabales
Supervisor



OFFENSE: net following sop

DATE: _____

WRITTEN EXPLANATION:

lag insert ko po ng wire ligla pang
nabond at kumawala po ang gameren
sa terminal nito, inayos ko lang po
at inayos sa dati nitong itura.

COUNTERMEASURE:

Hindi ko na po ulit na at
daranagan ko na po ang ating
Jr. Staff sa oras po na
nagysari ulit.

VANCHER PRINCE R.
Signature over Printed Name

YUKI / 15705
Car Model / Line