



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_PK29465
NAME : Degamo, Chrisalyn Atienza - *Chrisalyn*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 24, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension	
Nov 7 2019	
<i>S. Roache</i>	
Signature Over Printed Name/ Date	

This refers to the alleged offense(s) you have committed at 9/21/2019 to name: Degamo, Chrisalyn Atienza

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 - Not using COT Jig during attachment of RCOT

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_PK29465

FURUKAWA - Production Operator

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



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

Tel No. : (043) 405 6386-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29465

NAME : Degamo, Chrisalyn Atienza

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

21-Sep-19

to name: Degamo, Chrisalyn Atienza

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

19_PK29465

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 11P-1909-1380

☐ AGENCY

Please Specify: PRINT

<u>Quint</u> Redondo	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Degamio, Christalyn

Process: Bukumi

Position: Associate

Group/Shift: DLA

ID Number: 69K 294 05

Date/ Time: Sept. 21, 2019 4:59

Batch No.: 249

No. of Offense: 1st

Car Model/Line: Subaru 7102

Superior Name: A. Almorez

Audit Findings: Not following SOP

Details:

did not use cot jig during attachment of Reot

WRITTEN EXPLANATION

Ako po si CHRISTALYN A. DEGAMIO ay na audit sapagkat hindi po ako gumamit ng cot jig pero po tanggap ko po na ako ay na audit kase nagkamali po ako pero hindi po. Talaga ako sanay gumamit ng cot jig kase hindi po ako gumagamit sa portion ko ng cot jig nagreport lang po ako kase vmerks yung nakaportion sa isang bukumi pero ako po ay narengat ko na di na po yun mauhit di lang po talaga ako sanay gumamit ng cot jig kase vmerks hamin fong inattach na Reot sa portion ko.

Remarks/ Evaluation:

Written
Issue Penalty

Christalyn A. Degamio
Signature of Employee
Date: 9/25/19

H. Gino
Jr Staff
Date: 09/25/19

J. Salgado
Staff
Date: 9/26/19

R. Perez
Supervisor
Date: 10/01/19

Manager
Date: 10/10