



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_PK21949

NAME : Mendoza, Felly May Naling *for Mendoza*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : October 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	5 days suspension
	10/21 10/21-23/20
Line/Shift	RST01 /A
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

9/29/2020

to name: Mendoza, Felly May Naling

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 in Appearance (Doing taping even not authorized)

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]*
18_PK21949

FURUKAWA - Production Operator

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

October 8, 2020

PKIMT Agency


Sir/Ma'am;

Good morning!

We will request to please issue Notice to Explain on attached list since they were audited for Non-compliance on our Company Rules.

Please see attached sheet.

Thanks,


Katherine O. Cabrera
PD4-Section Manager



WRITTEN EXPLANATION

DATE 09-29-20
NAME Mendoza, Felly May N.
CATEGORY/AGENCY PKMT ID NUMBER: 18-PK21949
LINE NUMBER and SHIFT 0101/A
DATE HIRED Feb. 26 2018
PROCESS APPEARANCE Audited By: QA
VIOLATION OUTFLOW OF N.G using unauthorized process
CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit na-audit ka?

Ako po ay nakita na nagtatape sa ECT 2 na hindi po ako authorize sa process na yon.

Ano sa palagay mo ang epekto nito sa harness?

Maari pong magcause ito ng outflow

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, aware po ako sa Non Compliance, at maari po akong masuspend sa aking nagawang pagkakamali.

COUNTERMEASURE

Hindi na po ako pupukta sa ibang process na hindi ako authorize. Kapag waiting po ay, magistay nalang po ako sa process ko at ilalain ko nalang po ang ibang gras ko sa pagpass ng process sa master sample.

STAFF REMARKS

Give written explanation and warning.

SV REMARKS

- written warning

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

[Signature]
Sign of Employee

CHECKED BY:

[Signature]
A. COLONA
Jr. Staff

NOTED BY:

[Signature]
J. CARBON
Staff

APPROVED BY:

[Signature]
Supervisor

[Signature]
D. VARGAS

Issue Incident Report
Kromer