
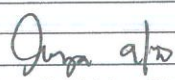




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 18\_PK22260  
Managbanag, Wilma Payumo   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : 9/18/2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 3 days suspension Set 10, 12, 12, 2019
Line	11/120 1B
ACKNOWLEDGE BY:	
MANAGER	 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/2/2019 to name: Managbanag, Wilma Payumo

**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:**

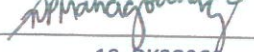
**Dimension Inspector caught pulling of branch**

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:**

  
**PKIMT Management**

Conforme:   
18\_PK22260

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1909-1086

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AGENCY

Please Specify: PRMT

<u>L. Agellano</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Mangabang, Wilma  
Position: Associate  
ID Number: 18-PK22260  
Batch No.: 205  
Car Model/Line: Mazda / 1100

Process: Dimension Process  
Group/Shift: PS 10  
Date/ Time: 09-02-19 / 1:05 PM  
No. of Offense: 1st Offense  
Superior Name: N. Bautista

Audit Findings: Un-Authorized / Hidden Repair

Details: conduct pulling of branch on dimension process.

## WRITTEN EXPLANATION

Ako po si Wilma P. Mangabang ay nakitang naghila ng branch, nagawa ko lamang po iyon dahil ako po ay nag-aalangan sa sukat ng branch na iyon. Pagpapantuhan po ninyo ang aking hindi pag-unod sa SOP at hindi paghiwalag sa aking leader, inaamin ko po ang aking pagkakulong. Ngayon po ay tinuruan na ako ng aking leader kung paano ako hindi mag-aalangan sa sukat. binagay ko na po ang tinuruan ng aking leader. Sana po ay bigyan ninyo po pa ako ng isa pang pagkakataon.

## Remarks/ Evaluation:

Issue Penalty JB

Wilma P. Mangabang  
Signature of Employee  
Date: 09-04-2019

APRIL PAUL FLORES  
Jr Staff  
Date: 9/6/19

APRIL PAUL FLORES  
Staff  
Date: 09/06/19

JB  
Supervisor  
Date: 9/6/19

G. Magadia  
Manager  
Date: 9/12

9/12