

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 PK30597

NAME

Bersabe, Noeh Wilbert Borneo

FROM

: PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

1st Offense

DATE

September 26, 2020

This refers to the alleged offense(s) you have committed at

8/24/2020

to name:

Bersabe, Noeh Wilbert Borneo

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 Lay-out process (Unauthorized person doing the process)

fou 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 affense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement ne penalty provided for based in our company rules and regulations.

his is for your guidance and strict compliance.

OTED BY:

KIMT Management

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19\_PK30597

FURUKAWA - Production Operator

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

## I-ALERT WRITTEN EXPLANATION

FAS		Control No:	FAIP-1A - 2048 - 1919
AGENCY Please Specify: Pkin/f	g. cobatara Audited By:	K. Hernandez Checked by:	UReyes Noted By:
Batch No.: 255 No. of Offense: Car Model/Line: hmda run 13124 Superior Name:	181 officer  181 blo 1 - Falud	Non-compl	iance Reference/Document Control Number:
Details of Audit Findings: un authorized terron doing the Process, associate doing pay out process			
WRITTEN EXPLANATION			
Ako Po Si Noeh Wilbert B. Bersabe Na Aindit Po Ako Dabil rag Layout Po Ako ng Hindi Po Ako Certified Dahil Delay Ang Layout Kaya Nag Support Po Ako Sakanila  (M MAG Papa sertified to Ako Sa Layout at Kung hindi Po Ako Gertified ay hindi na po also Mag Lalayout Pava hindi na MAULIT JNA MA AUDIT			
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).			
Janache. But h	Lovera Egyrasa	27075	M
Employee Date: 827~W Date: 421	Date: August 27 min	Supervisor Date: 92222	Manager Date: