

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_PK24479

Demalata, Meriam Dela Cruz

FROM

: PKIMT Management

SUBJECT

: Notice for Suspension

No. of Offense

: 1st offense

DATE

July 29, 2019

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

5/20/2019

to name:

ACKNOWLEDGE BY

Demalata, Meriam Dela Cruz

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

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:

Not following SOP (Unauthorized person doing the process)

You are hereby given 5 days upon reciept 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.

18 PK24479

NOTED BY:

PKIMT Management

`onforma:

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 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO

: 18_PK24479

Demalata, Meriam Dela Cruz AM

FROM

: PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 1st offense

DATE

July 15, 2019

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

5/20/2019

to name:

Demalata, Meriam Dela Cruz

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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NOTED BY:

PKIMT Management

Conforme:

18 PK24479

FURUKAWA - Production Operator

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

I_Alert Audit Report	Andless Tolless	Action Taken									
	Pictura					Section 5 Sectio			The second secon		
	Mazda/1126	May 20, 2019/ 4:40 pm	Meriam Demalata	DS/A	220	Assembly Process	PKIMT	Airish Geron	D.Tiemsem	Details	Un-Authorized person doing the process Parts distrubutor doing taping process, certified only on parts & sub-assy process
	Car Model / Line No.			Shift / Group			FAS or Agency: specify	Person Informed	Audited by:		Un-Authorized person doing the process Parts distrubutor doing taping process, or parts & sub-assy process



OFFENSE: Not following Goop

DATE: 07-14-19

WRITTEN EXPLANATION:

Also po si Memain Demalator no Marion Marine line 1124 ay humihingi po ng pau-manhin sa kadahilanan poig athor Ardit po ng I pater no Unautorized person. Nong time po kasi na yon delay po ang line ramin kaya po nag E-tipis po ako para po merkotulong di ko

Hinihings to ro and invery ratewalk no pag- unauto. Salard po. COUNTERMEASURE:

Di na ro mavulit gagawin ko nalang yong process kung anu po ang naka Antonired Eakin.

Meman J. Other Lafe
Signature over Printed Name

Car Model / Line