

PKIMT

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_PK27061
Quinay, Jessica Gibaga
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 20-Aug-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	Act - 1 DAY SUSPENSION SEPT. 19, 2019
Line	MUBARLI GC4 702
ACKNOWLEDGE BY:	<i>[Signature]</i> / 8.21
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: Quinay, Jessica Gibaga

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Non compliance Insert-Pull Method

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:

PKIMT Management

Conforme: *[Signature]*
18_PK27061

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_PK27061

Quinay, Jessica Gibaga

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 19-Aug-19

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

21-Jun-19

to name: Quinay, Jessica Gibaga

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

18_PK27061

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1904-363

☒ AGENCY

Please Specify: PKMIT

<u>J. HEMSEN</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: QUIMAY JESSICA
Position: ASSOCIATE
ID Number: 18PK27061
Batch No.: 232
Car Model/Line: SUBARU GC7/71D2

Process: LAY-OUT PROCESS
Group/Shift: DS/A
Date/ Time: JUNE 21, 2019 / 7:20
No. of Offense: 1ST OFFENSE
Superior Name: JEN-JEN

Audit Findings: Non compliance on Insert Pull Method

Details:

Not conducting insert-pull method

WRITTEN EXPLANATION

Ako po si Jessica Quimay ay nakita na (BSP) Alert na hindi nag insert full sa kadahilangang na delay po ako kaghi hindi na po ako naka pag insert full.

Remarks/ Evaluation:

uolitin. Susunod na (lang) po ako sa BSP. Hindi ko na po

Please issue penalty

J. HEMSEN
Signature of Employee
Date: 07-04-19

J. Gallardo
Jr Staff
Date: 07-04-19

R. Reyes
Staff
Date: 07-04-19

[Signature]
Supervisor
Date: 7/7/19

[Signature]
Manager
Date: 7/7/19