



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 : 20_PK39143
NAME : *Abregunda* Abregunda, Erica Tubo
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 22, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 DAY SUSPENSION AUG. 20, 2020
Line/Shift	T400B
ACKNOWLEDGE BY:	<i>Katherine O. Cabrera</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 03/16/2020 to name: Abregunda, Erica Tubo

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:

Unauthorized person doing the process

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:

Jh. Laverie
PKIMT Management

Conforme: *Abregunda*
20_PK39143

FURUKAWA - Production Operator

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



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MEMORANDUM NO. HRADM

TO : 20_PK39143
NAME : *Abregunda*
Abregunda, Erica Tubo
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 22-Jul-20

This refers to the alleged offense(s) you have committed at 16-Mar-20 to name: Abregunda, Erica Tubo

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

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Jh. Laveni
PKIMT Management

Conforme: *Abregunda*

20_PK39143

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRISM

Control No: FAIR-1A-2023-1068

Name: Abregunda, Ericka
 Position: Associate
 ID Number: 20 DK 391163
 Batch No.: 361
 Car Model/Line: Toyota Secondary

Process: Quickstripping
 Group/Shift: DS-A
 Date/ Time: March 16, 2020 (2:31)
 No. of Offense: 61
 Superior Name: S. Panopio

<u>K. Hernandez J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:
	Noted By:

Non-compliance Reference/Document
 Control Number:

HR GA - 2019-04-14
Pendency for major non-compliance

Details of Audit Findings:

un-authorized person doing the process
doing quick stripping even no certification

WRITTEN EXPLANATION

Kaya ko lang po nagawa yun dahil may i-crimep ako na wlang strip tapes
ako ang nag strip na ang kasalanan ko po ay hindi ko binigay sa authorize na
nag strip nmn kaya po hindi na maipalit sa susunod, kahit na nagmamadali.

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).

<u>Adrian</u> Employee Date: <u>06/18/20</u>	<u>Chino</u> or Staff Date: <u>06/18/20</u>	<u>Archie</u> Staff Date: <u>06/18/20</u>	<u>J. Indecio</u> Supervisor Date: <u>6-25-2020</u>	<u>he</u> Manager Date: <u>7/2/20</u>
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