



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_PK39826
NAME : Dondonay, Jelylyn Adame
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7/31/2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 1 DAY SUSPENSION
	AUG. 20, 2020
Line/Shift	MTWTFW
ACKNOWLEDGED BY	KATHERINE O. CASPERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 6/29/2020 to name: Dondonay, Jelylyn Adame

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

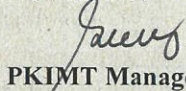
Description:

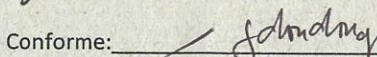
Non - compliance on Insert - Pull Method

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: 
20_PK39826

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 : 20_PK39826
NAME : Dondonay, Jevelyn Adame
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 6/29/2020 to name: Dondonay, Jevelyn Adame

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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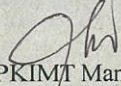
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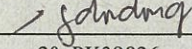
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NOTED BY:


PKIMT Management

Conforme: 
20_PK39826

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: PKIM

 Control No: #AIP-1A-2004-1219

<u>D. Tjense</u> Audited By:	<u>K. Hernandez</u> Checked by: J. Reyes	<u>G. Magadia</u> Noted By:
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Name: Dendonay, Evelyn
 Position: Associate
 ID Number: 30PK 39826
 Batch No.: 306
 Car Model/Line: Suzuki 401/510

Process: lay out
 Group/Shift: DS-A
 Date/ Time: June 30, 2020
 No. of Offense: 1st
 Superior Name: J. Consulto

 Non-compliance Reference/Document
Control Number:

HEQA - 2018-04-14

Details of Audit Findings:

Non compliance on insert Pull Method
 Did not conduct Pulling of wire during insertion on conn. DSL. Br. 2F-B, DS-BN-2F-DEK wire color: joint SD

WRITTEN EXPLANATION

bag insert pull naman po ako Kaso ngaking akoy delay na delay
 nang araw na yon.

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>Schneider</u> Employee Date: <u>07-10-20</u>	<u>Junior</u> Jr Staff Date: <u>7-3-2020</u>	<u>Jun! Jun-PF A. Consulto</u> Staff Date: <u>7-3-2020</u>	<u>S. Hornilla</u> Supervisor Date: <u>7-6-2020</u>	<u>G. Magadia</u> Manager Date: <u>7-23-20</u>
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June 9/20