

Pbv



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_PK31833

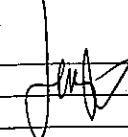
Endaya, Desiree Bobihis

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 22-Aug-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	Act - 2 days suspension 0801-19-2012019
Line	DOAL 2125
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 25-Jul-19 to name: Endaya, Desiree Bobihis

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:


Unauthorized Repair / Hidden Repair

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: 

19_PK31833

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 : 19_PK31833

Endaya, Desiree Bobihis 

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE August 23, 2019

This refers to the alleged offense(s) you have committed at 7/25/2019 to name: Endaya, Desiree Bobihis

Violation Offense No.V

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:

Unauthorized Repair / Hidden Repair

You are hereby given 5 days upon receipt 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.

NOTED BY:


PKIMT Management

Conforme: 

19_PK31833

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION





FAS

Control No: FALP-1A-1907-636



AGENCY

Please Specify: PKMT

	
Audited By:	Noted By:

Name: Endaya, Desiree
 Position: Associate
 ID Number: 11-PK31835
 Batch No.: 260
 Car Model/Line: Pinatara 101L/2125

Process: Dimension
 Group/Shift: PS/A
 Date/ Time: July 25, 2019/5:05PM
 No. of Offense: 1st Offense
 Superior Name: E. Fajio

Audit Findings: Unauthorized Retain / Hidden Retain

Details: Using ballpen to unlock clamp in Dimension process.

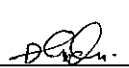
WRITTEN EXPLANATION


Ako po si Desiree B. Endaya, na audit po ako ng I Alert na nagblock ng open lance ng clamp gamit ang ballpen. Nagawa ko lamang po yon sa kadahilatang wala po ang aming expert. Aware naman po kame na bawal ang gumamit ng ballpen o ano mang tools para pagblock ng open lance sa clamp. Aware din po ako na kapag open lance po ay itutulak lang. Pasenay a na po sa nagawa ko hindi ko na po ulitin. Salamat po sa malawak niyong pang-unawa.


Remarks/ Evaluation:


We conduct counselling to associate regarding her offense. We also coordinated to Equipment personnel the calibration of band gun which might have caused open lance of clamps.


Issue 1K


 Signature of Employee
 Date: July 30, 2019


 Jr Staff
 Date: 07/29/19


 Staff
 Date: 07/29/19


 Supervisor
 Date: 8/1/19


 Manager
 Date: 8/5