

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, Erica Tubo

FROM

PKIMT Management

SUBJECT

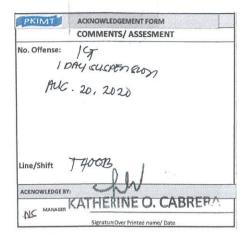
Notice for Suspension

No. of Offense

1st Offense

DATE

July 22, 2020



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:

Oh Capera PKIMT Management

Conforme:_

20_PK39143

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 PK39143

NAME

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

Section No.

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.

PKIMT Management

Conforme: 20 PK39143

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

| | A PERSON A A I SI | | 711014 | | |
|--|-----------------------|----------------------|--------------------------------------|-----------------------------------|--|
| FAS | | d (14 - 3 | Control No: | | |
| AGENCY Please Specify: PKIM | | k.a. manyonez | K. Hernandez J. Reyes | G. Wagadia | |
| rease specify. | | Audited By: | Checked by: | Noted By: | |
| Name: Abregunda i Ericka | Process: | Quickstripping | | | |
| Position: Associate | | D5~A | Non-compl | Non-compliance Reference/Document | |
| ID Number: 20 PK 3916 5 | Date/ Time: | Manch 14, 2020 3 | 3) | Control Number: | |
| Batch No.: 341 | No. of Offense: | b \ | HRGA- | 2018-04-14 | |
| Car Model/Line: toyota Ise winday | Superior Name: | s. panopo | | major von-compliance | |
| Details of Audit Findings: un-authorized Person doing the Photos | | | | | |
| boing quick stripping even no certification | | | | | |
| WRITTEN EXPLANATION | | | | | |
| Kaya ko lana po nagawa yun dahil may i-cricnimp ato na walang strip tupos ako ang hag strip na ang kasalanan ko po ay hindi ko birnigany sa avthorize na mag strip nun kaya po hindi na mahuilit 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). | | | | | |
| Abril | Skinn | Short | J. Indeciu | ruama=wr | |
| Date: Ou W 20 Date: | Ør Staff 04 18 ₩ | Staff Date: 66/45 A0 | Supervisor Date: <u>6 75 7000</u> | Manager Date: ブルル | |