



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 : 16_PK08851

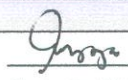
Acosta, Giecelyn Carupo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 19-Aug-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1ST - 1 DAY SUSPENSION 9-12-2019
Line	11/21
ACKNOWLEDGE BY:	
MANAGER	 8/27
Signature Over Printed name/ Date	

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

12-Jul-19

to name: Acosta, Giecelyn Carupo

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:

Not Following SOP

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: 

16_PK08851

FURUKAWA - Production Operator

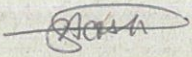
(Please attach your written explanation upon returning of this letter)



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 : 16_PK08851

Acosta, Giecelyn Carupo 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 17-Aug-19

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

12-Jul-19

to name: Acosta, Giecelyn Carupo

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:

Not Following SOP

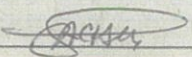
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


16_PK08851

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-528

☒ AGENCY

Please Specify: PKINT

<u>Magadia</u> J. Magadia	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Acosta, Giecelyn
Position: Associate
ID Number: 16PK08851
Batch No.: 137
Car Model/Line: mazda merge/1121

Process: Appearance
Group/Shift: NS/A
Date/ Time: 07/12/19 11:10 PM
No. of Offense: 3rd OFFENSE
Superior Name: J. Magpayo

Audit Findings: Not Following SOP

Details:

- > Not updating checksheet on appearance process.
- > Daily Check Record for Appearance Inspection Board

WRITTEN EXPLANATION

Ako po Giecelyn C. Acosta, Appearance Inspector ng Mazda merge line 1121 na Audit po ng hindi pag fill-up ng Daily inspection board check sheet sa akin pang pagkakaalam ay nag fill-up po ako dahil ko po ib dahil everyday start or the shift kay kinaguglian na po namin ng partner ko na nag fill-up ng mga check sheet mitanong ko po na po sakan ang tungkol sa cover ng board dahil may part po na hindi naka pasok sa screw lock ng board kaya po sa akin pagkakaalam ay nag fill-up po ako dahil pinaabla po ali samin ng aming shift at leader ang tungkol sa cover ng board.

Remarks/ Evaluation:

please Issue Penalty

Acosta
Acosta, Giecelyn C.
Signature of Employee
Date: 07-13-19

Acosta
Giecelyn Acosta
Jr Staff
Date: 07/13/19

J. Magadia
J. Magadia
Staff
Date: 7/13/19

J. Magadia
Supervisor
Date: 07/17/19

J. Magadia
Manager
Date: 7/20