



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_PK37819
NAME : Torno, Maivelyn Aspiras *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 22, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 2 days suspension 3/2, 9, 10/2021
Line/Shift	Amor
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/12/2021** to name: **Torno, Maivelyn Aspiras**

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
20_PK37819

FURUKAWA - Production Operator

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

OFFENSE: Unauthorized person doing

DATE: FEB. 20, 2021

WRITTEN EXPLANATION: the process

Ako po si Maivelyn Torno na audit ng complaince/ nakita na nag ta-tape. Naglalagay lang naman po ako ng end tape sa RCOT. Sinubukan ko po itong gawin para makatulong na rin, madali lang naman po ito kaya pinag-aralan ko ^{namag po} bago ko gawin. Pagkakamali ko po ay ginawa ko ito ng hindi naman ito ang aking process. Pasensya na po!

Countermeasure:



Sa susunod po ay mag pa certified muna ako sa process na iyon kung gusto ko makatulong, para sa ganon ay mayroon po akong sapat na kaalaman o training sa process. Pasensya na po! Hindi na po ito mauulit.

En tofno
TORNO, MAIVELYN A. / 2000

Signature over Printed Name / Line

COMPLIANCE AUDIT REPORT
(NS-Gold Adriano)

Date: Feb. 17, 2021

(NS-Gold Adriano)													
Item #	Date Shift	Process / Area	Location	Actual Image	Findings/Item or Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Person Informed	In-charge Cd Model, Department	Person Incharged	Status/Remarks
1	2/12 DS	Honda line 3006			Unauthorized operator doing the process ,Dimension Inspector caught doing taping , upon checking her badge , she was only authorized in dimension process	NG	Informed junior staff regarding this and advised to remind associate to follow work assign	SOP	Torno Malvelyn-PKIMT 	Joan Caralg	Honda	Ma'am Kath	For Monitoring