



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_PK34137
NAME : Dimaano, Jenilyn Cordero *J. Cordero*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 22, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
1 day Suspension Aug. 15, 2020	
Line/Shift	5/20 Initial
ACKNOWLEDGED BY: <i>K. Cabrera</i> KATHERINE O. CABRERA MANAGER	
nk	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 06/19/2020 to name: Dimaano, Jenilyn Cordero

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:

Not following SOP (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:

J. Cordero
PKIMT Management

Conforme: *J. Cordero*
19_PK34137


FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK34137
NAME : Dimaano, Jenilyn Cordero 
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 19-Jun-20 to name: Dimaano, Jenilyn Cordero

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme:


19_PK34137

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-IA-2000-1190

Name: Duran, Jenilyn
Position: Account
ID Number: 19-EX3437
Batch No.: 209
Car Model/Line: SUZUKI YZR

Process: Joint Welding
Group/Shift: P/B
Date/ Time: June 11, 2020 / 1:50
No. of Offense: 1st
Superior Name: L. Castro

<u>R.A. Manarez</u> Audited By:	<u>K. Hernandez J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document
Control Number:

Penalty For major non compliance

Details of Audit Findings:

Unauthorized person doing the process
Doing welding process without authorization badge.

WRITTEN EXPLANATION

Una aware pang yun mag-set po ng mga wire ang operator ng welding, sa kadalasan po
na kailangan nila maka output at di po madamtime ang welding tinatay ko po ung nabibigang maka
set sa welding machine, kahit di po ako authorized sa process. Na orient naman po ako sa
training center about sa welding di lng po ako nacerified sa process dahil na hold po
ung exam namin.

DND 7500 ON STAFF INSTRUCTED NON ID CONTINUE EVEN YOUNG NOT YET CERTIFIED?

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>J. Duran</u> Employee Date: <u>July 1, 2020</u>	<u>L. Castro</u> Jr Staff Date: <u>07/01/2020</u>	<u>L. Castro</u> Staff Date: <u>07/01/2020</u>	<u>L. Castro</u> Supervisor Date: <u>07/01/2020</u>	<u>L. Castro</u> Manager Date: <u>7/2/2020</u>
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