



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Ba
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	2nd - 2 days Suspension Aug. 7-8, 2020 <i>Jayson</i>
Line/Shift	N7/6
ACKNOWLEDGE BY:	<i>Katherine O. Cabrera</i> KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

MEMORANDUM NO. HRADM

TO : 19_PK30341
NAME : Espina, Jayson Caringal *Jayson*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 07/10/2020 to name: Espina, Jayson Caringal

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:

Jayson
PKIMT Management

Conforme: *Jayson*
19_PK30341

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_PK30341
NAME : Espina, Jayson Caringal 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 7-Oct-20 to name: Espina, Jayson Caringal

Violation Offense I 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

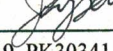
Description :
Unauthorized person doing the process

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:

PKIMT Management

Conforme: 
19_PK30341

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2007-1386

☐ FAS
☒ AGENCY
 Please Specify: PKINT

<u>Quiano</u> L. Anellano	<u>Schneider</u> K. Hamandez	<u>Amn</u> i. Reyes
Audited By:	Checked by:	Noted By:

Name: Epina Jaxon Process: shiage/ Dimension
 Position: Associate Group/Shift: AC/A
 ID Number: N-PK50341 Date/ Time: July 10, 2020 / 11:30
 Batch No.: 253 No. of Offense: 1st
 Car Model/Line: Suzuki Vt Engine/516 Superior Name: P. Samson

Non-compliance Reference/Document
 Control Number:

Penalty For Major Noncompliance

Details of Audit Findings: Unauthorized Person Doing The Process

Doing dimension inspection when no certification badge

WRITTEN EXPLANATION

Ang CR po KC ang AKING KAPARTNER, NAKALIMUTAN KO
PO BLMG/IK SA PROCESS KO. COBRANG DOG MADYI KASI PO TOMBOK
PO PO KAMI NG KANASS.

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>[Signature]</u> Employee Date: <u>2020/07/17</u>	<u>Jaxon</u> Jr Staff Date: <u>7-14-2020</u>	<u>[Signature]</u> Staff Date: <u>7-17-20</u>	<u>[Signature]</u> Supervisor Date: <u>7-17-2020</u>	<u>[Signature]</u> Manager Date: <u>07/21/20</u>
---	--	---	--	--

gawd 7/20