

PKIMT

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_PK33993
NAME : Balicasmaya, Shiela Mae Bergonio
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : October 29, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	5 DAYS SUSPENSION
	NOV. 21 to 26, 2020
	Date return: 11/26/20 - DS @ 7AM
	more to NOV. 26 to NOV. 30, 2020
Line/Shift	WORKER 3126
	Adjustment of workload in final assembly process
ACKNOWLEDGE BY:	AS
MANAGER	
	Signature Over Printed name/ Date

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

SEPT. 29, 2020

to name: Balicasmaya, Shiela Mae Bergonio

Violation Offense No. V

Section No. 10

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:

Associate conduct repairing of overlap taping on clamp in Appearance 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 penalty provided for based in our company rules and regulations.

This is your guidance and strict compliance.

TESTED BY:

MT Management

Forme: 19_PK33993

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FHP-19-2009-3950

☐ FAS

☒ AGENCY Please Specify: PKIMT

Audited By: <u>[Signature]</u>	Checked by: <u>[Signature]</u>	Noted By: <u>[Signature]</u>
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Name: Balicasman, Shalea Mae

Position: Associate

ID Number: 19PK330009

Batch No.: 246

Car Model/Line: Honda TRX/ 3125

Appearance Process: NS / A

Date/Time: Sept. 29, 2020 / 09:35

No. of Offense: 1st offense

Superior Name: R. Reyes

Non-compliance Reference/Document Control Number: FHP-WI-PED-IP-007

Details of Audit Findings:

Associate conducted repairing of overlap tapping on clamp in Appearance Process.

WRITTEN EXPLANATION

konting overlap lang naman po sa clamp yung inayos ko kasi sadya na pang nakalapat yung tape na nagoverlap sa clamp inipod ko po ding tape sa clamp para pagrepare po ay te-tape an na lang po di ko din po din alam na hindi po pwede magayos ng overlap sa clamp. Pansinay na po hindi ko na po wala tin magayos ng overlap sa clamp mat konting overlap man po o hindi ay hindi ko na gagabutin.

REMARKS/EVALUATION

☐ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)

☒ Need day/s suspension (based on handbook & Memo for Major Non-compliance).

Employee <u>[Signature]</u>	Staff <u>[Signature]</u>	Supervisor <u>[Signature]</u>	Manager <u>[Signature]</u>
Date: <u>10-05-20</u>	Date: <u>10/05/20</u>	Date: <u>10/05/20</u>	Date: <u>10/05/20</u>