



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_PK40924
NAME : Llagas, Marydeth Gonzales
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 1 DAY SUSPENSION 11/10/2020
Line/Shift	FURUKAWA 10P 1725
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/1/2020 to name: Llagas, Marydeth Gonzales

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:

Not Following Barcoding Rule in Final 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

onforme: *[Signature]*
20_PK40924

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FHIP-1A-2010-3997

Name: Ilagas, Marieth
 Position: Associate
 ID Number: 20 PK 40 924
 Batch No.: 316
 Car Model/Line: Suzuki Y2R Inpamc/15125

Process: Appearance Process
 Group/Shift: NC 1A
 Date/ Time: Oct. 01, 2020 / 08:25
 No. of Offense: 1st Offense
 Superior Name: N. Reyes

<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
------------------------------------	------------------------------

Non-compliance Reference/Document
 Control Number:

FHIP-101-PRD-1P-007

Details of Audit Findings:

Not following Barcoding Rule in Final Process - Associate already
conduct inspection even not yet barcoded.

WRITTEN EXPLANATION

Ako po si MARYDETH G. LLAGAS, nagkapag inspect po agad
aku kahit hindi pa na babarcode ang product, dahil po hindi po
pa nagpakin sa hindi pa na babarcode ng ka buddy ko ang product
hindi ko din po natingnan un. kung kayat seging violation
ko po un.
Puede lagi ko na pong taking sa ang IRCS at i check kung
puede hindi po puede mag unipka pa pag i inspect.

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>[Signature]</u> Jr Staff Date: <u>10-5-2020</u>	<u>[Signature]</u> Staff Date: <u>10/6/20</u>	<u>[Signature]</u> Supervisor Date: <u>10/6/20</u>	<u>[Signature]</u> Manager Date: <u>10/6/20</u>
---	--	---	--	---