



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 : 18\_PK28885  
NAME : Rosales, Maureen Sherika Anastacio  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 12, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
2 days suspension	
3/4-5/2020	
Line/Shift	Hm15-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/7/2020 to name: Rosales, Maureen Sherika Anastacio

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 in ECT 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: Rosales, Maureen Sherika A.

18\_PK28885

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 : 18\_PK28885  
NAME : Rosales, Maureen Sherika Anastacio  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 23-Jan-20

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

7-Jan-20

to name: Rosales, Maureen Sherika Anastacio

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

18\_PK28885

FURUKAWA - Production Operator

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

OFFENSE: By passing

DATE: 01-23-20

WRITTEN EXPLANATION:

Ako po ay nag by pass gaya po ng sobrang tambak po ako lagi. Namihirapan din po ako na maipass ang clamp dahil bago lang po ako sa line. Hindi ko wagangang tumawag ng HME para maipagayos ang clamp detection jig gaya ng mas matatambakan po ako ~~(ako po)~~ lalo. Nagaadjust pa po ako sa line.

Countermeasure: Hindi ko na po ulitin ang ganang pangyayare at tatawag na po ako ng HME sa susunod.

Rosales, Maureen Sherika A.

Signature over Printed Name / Line

Dear Maám/Sir,

Good Day!

Please be informed that we encountered internal defect at line 3115 which is missing sponge. Upon investigation and review of CCTV, one of PKIMT employee namely Maureen Sherika Rosales was caught doing abnormality in which is using other branch to pass affected harness on ECT process.

Kindly see attached written explanation of affected member as evidence.

Also, please take immediate action for this matter.



Thanks and Regards,

  
Marivie Jaro

Noted By:

  
Zyrene Perez