



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_PK24293
Lucero, Amelyn Cleofe - *Refused*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd offense

DATE : 15-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd offense 15 days suspension March 1-18, 2019
Line	55714- B ✓
Jr. Staff	
Staff	
ACKNOWLEDGE	<i>he</i> <i>K. Aron</i> 2/14/19
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Lucero, Amelyn Cleofe

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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(Performing in unauthorized process)

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

Amelyn Cleofe 2/15
PKIMT Management

Conforme: *Refused*

18_PK24293

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_PK24293

Lucero, Amelyn Cleofe

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 3rd offense

DATE : 5-Feb-19

This refers to the alleged offense(s) you have committed at 1-Feb-19 to name: Lucero, Amelyn Cleofe

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 (Performing in unauthorized 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.

ID NO	NAME	DATE COMMITTED	DISCRIPTION	Penalty
18_PK24293	Lucero, Amelyn Cleofe	9/21/2018	Not following SOP at Inspection	Suspension date on Oct. 8~10, 2018
18_PK24293	Lucero, Amelyn Cleofe	11/6/2018	Unauthorized person keeping side cutter at Dimension Inspection	Written Warning
18_PK24293	Lucero, Amelyn Cleofe	11/10/2018	Unauthorized Repair - Dimension Inspector adding tape which she is not authorized	Suspension date on Nov 21 ~ 23, 2018
18_PK24293	Lucero, Amelyn Cleofe	2/1/2019	Not following SOP (Performing in unauthorized process)	NTE

3rd

Date:February 01,2019

Line:Suzuki Line 5114-B

Agency;PKIMT

Ma'am

Safety first po!

I would like to inform that Ms.Amelyn Lucero was caught in the act do non compliance in the line by inserting connector at ECT process around 3:10am even she was not certified.According to her,she was waiting on her process and since it is not allowed to do advance taping on other station she was getting curious at ECT and tend to try the process even she was not authorized.This was happen during my patrolling into the line.

Prepared by:

Rona Vivar

PD4 Staff


KATHERINE O. CABRERA

WRITTEN EXPLANATION

Name: Lucero, Amelyn C.

Date: February 1, 2019

Violation: ECI not certified

No. of violation: 1

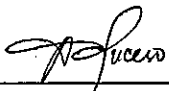
Line 5114

Reason:

Ako po ay waiting dahil bawal po ako mag -advanced taping. Ako po ay curious sa process na ito kaya po ako ay nag ECI.

Countermeasure:

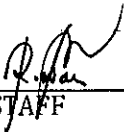
Hindi na po mauulit, pag waiting po ako ay mag support na lamang po ako sa kapwa ko ASG.



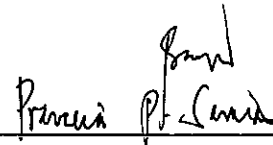
EMPLOYEE



R. STAFF



STAFF



SUPERVISOR

SECTION MANAGER