

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

MEMO	)RA	A	IDIIM	NI	7	HRA	DM
TATEMINE	ALLA	1	TILLA	TAK	1.	HILL	H.F.LVH

TO

19 PK35116

NAME

Tila, Janice Telan

FROM SUBJECT : PKIMT Management

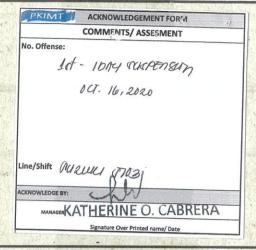
: Notice for Suspension

No. of Offense

1st Offense

DATE

September 29, 2020



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

7/24/2020

to name:

Tila, Janice Telan

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 - Associate conduct advance insertion on connector

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:

10 00001

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

TU

: 19 PK35116

NAME

Tila, Janice Telan

FROM

PKIMT Management

SUBJECT

Notice to explain

No. of Offense

1st Offense

DATE

28-Sep-20

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

24-Jul-20

to name. Tila, Janice Telan

Violation Offense | 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 - Associate conduct advance insertion on connector

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 PK35116

-FURUKAWA, Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS	987	*	Control No:	FAUP-11A-2007 - 1573					
AGENCY Please Specify: PKIM	†	Audited By:	K. Hernandez Checked by:	J.Reves Noted By:					
Batch No.: 273 Car Model/Line: SU2UKI 6	Group/Shift: Date/ Time: No. of Offense: Superior Name:	***************************************	FAUR WIP	e Reference/Document Control Number: IRD- Sh · 6 42 RMbly Process					
Details of Audit Findings: Not following 90° - Associate conduct advance insertion or connector 556 to 19 20M during process wire Color SB/BR/RE/									
WRITTEN EXPLANATION									
Meg tyms at Talaga pony	hi) ako oy nagmama kig sioduct po ong nag mamadali lang p at ako ay susumed p	o nangangako p	ko naman po ako na hindi	Vinu sadya					
REMARKS/ EVALUATION									
i-Alert written only Need day/s suspensi	Agency on(based from handbook & Mem	//FALP Written Only(based o for Major Non-compliand	d on handbook) ce).						
Employee Date: 3-46-70W	SW-Falson  Jr Staff  Date: 7-28-2020	Staff	m Annach Supervisor	v. mor d's Manager					
Date: 4- NW	Date:	Date: 115 8 70	Date: 8-07-20%	Date: 8 /11 / 20					