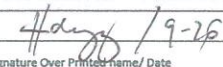




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK34438
Plandez, Shiela Mae Gamo ✓ 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9/25/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension Oct 5, 2019 Oct 7, 2019
Line	5711/B
ACKNOWLEDGE BY:	
MANAGER	 / 9-26
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/9/2019 to name: Plandez, Shiela Mae Gamo

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- Unauthorized repair

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:


PKIMT Management

Conforme: 

19_PK34438

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐



FAS

Control No: FALP-1A-1909-1175

☒

AGENCY

Please Specify: PKINT

	
Audited By:	Noted By:

Name: Planderz, Shiela Mae
 Position: Associate
 ID Number: 170534438
 Batch No.: 270
 Car Model/Line: Subaru/ 7M


Process: Dimension Process
 Group/Shift: DS/B
 Date/ Time: September 09, 2019/08:40
 No. of Offense: 1st Offense
 Superior Name: L. Gonzales


Audit Findings: Un-authorized Repair/ Hidden Repair
 Details: Pulling of clamp on dimension process due to dimension defect
aka. kung di magaling


WRITTEN EXPLANATION


Ako po si Shiela Mae Planderz na nakita ng I Alert na naghihit ng clamp sa dimension inspection dahil lang po nagkataon po kasi na wala yung jr. staff at expert sa line at tambak na ako, tapos waiting na po ang ECT kaya sa katarantahan ko po at nagawa ko hindi. Mangangako po ako na hindi ko na po ito uulitin.


Remarks/ Evaluation:


1 day suspension 


 Signature of Employee
 Date: 9-13-19


 Jr Staff
 Date: 9-13-19


 Staff
 Date: 09-13-19


 Supervisor
 Date: 9-16-19


 Manager
 Date: 9/17

for 9/24