

PKIMT

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_PK34301
Hosmillo, Lesel Hernandez ✓ *Hosmillo*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/10/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense: <i>1st</i>	<i>Sent 24, 2019</i>
Line <i>C 7105 - B</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>Hosmillo 19-13</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/28/2019 to name: Hosmillo, Lesel Hernandez

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 person doing the 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:

PKIMT Management

Conforme: *Hosmillo*
19_PK34301

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1908-982

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AGENCY

Please Specify: PKINT

<u>J. Masapol</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Hosmilla, Iesel
 Position: Associate
 ID Number: 92631321
 Batch No.: 270
 Car Model/Line: Subaru / 2105

Process: Parts Distribution
 Group/Shift: DS/B
 Date/ Time: 08/09 / 11:00
 No. of Offense: 1st Offense
 Superior Name: N. Sambo

Audit Findings: Un-authorized person doing the process
 Details: Doing parts distribution process without authorization badge.

WRITTEN EXPLANATION

I'm going to parts distribution because the production delayed. I felt that and asking support and the the parts distribution ask them to help us.

I pagpapantahin po ninyo kung ako ay napunta sa part distribution gawo po ang line delayed sa parts kaya po si support ko po ang ating kasamahan at pinaalungan din po ako aming kasamahan hindi po ra po ulitin ang pag-punta sa part kagagang hindi po ako arhifed.

Remarks/ Evaluation:

1 day suspension

Hosmilla
 Signature of Employee
 Date: _____

JM
 Jr Staff
 Date: _____

Asa
 Staff
 Date: 9/4/19

qh
 Supervisor
 Date: 9/5

Hayy
 Manager
 Date: 9/5

qn 9/10