



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 : 20_PK39216
NAME : Bautista, Cecille Berbie *Cebautista*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd
	3 days Suspension
	3/29-31/2021 Cebautista
Line/Shift	5704/A OK
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/22/2021** to name: **Bautista, Cecille Berbie**

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 (Associate did not follow proper sequence on matrix box during option taping on ECT)

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:

[Signature] 2/24/2021
PKIMT Management

Conforme: *[Signature]*
20_PK39216

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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FAS

Control No: FAMP-1A-2101-406

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AGENCY

Please Specify: PRINT

For: <u>duyabif</u> <u>m. malabanan</u>	<u>Schwarz</u> <u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Bautista, Cecille
Position: Associate
ID Number: 20PK37216
Batch No.: 302
Car Model/Line: Suzuki Y3T 5104

Process: ECT
Group/Shift: NS-A
Date/ Time: Jan 22 2021/09:30
No. of Offense: FIRST OFFENSE
Superior Name: M. Sanchez

Non-compliance Reference/Document Control
Number:

FAMP-NI-OCA-OT-256

Details of Audit Findings: Non compliance during option

Associate did not follow proper sequence on matrix box during option taping on ECT process.
OK: 1116-117 Actual: 68-89

WRITTEN EXPLANATION

Ako po si Bautista Cecille ay naudit dahil sa not following proper sequence
on matrix box during option taping probos na po kase yung tape na
ginagamit ko kaya probos ko muna tas naglagay ako ng bagong tape
hindi ko naman po alam na bawal ang gamitin yung probos na tape
dahil may nilagay na akong bagong.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Cecilia</u> Employee Date: <u>2/19/21</u>	<u>M. Sanchez</u> Jr Staff Date: <u>2/17/21</u>	<u>M. Sanchez</u> H-D-Cast-10 Staff Date: <u>2/17/21</u>	<u>M. Sanchez</u> Supervisor Date: <u>2-17-2021</u>	<u>Manager</u> Manager Date: <u>2-18-21</u>
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