




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_PK31293
NAME : Bonguit, Melanie Fe Panopio ✓
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 13, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 2 days suspension 11/10-11/2020
Line/Shift	110401 3031
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/3/2020 to name: Bonguit, Melanie Fe Panopio

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 - Appearance inspector conduct inspection of 10 harness before attachment of passed tape.

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_PK31293

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

TO : 19_PK31293
NAME : Bonguit, Melanie Fe Panopio
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 12-Oct-20

This refers to the alleged offense(s) you have committed at 3-Sep-20 to name: Bonguit, Melanie Fe Panopio

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

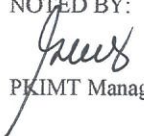
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NOTED BY:


PKIMT Management

Conforme: _____

19_PK31293

FURUKAWA - Production Operator

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

ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIP-1A 2009-3349

<u>R. ALEGRO</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Bonguit, Melanie Fe
 Position: Associate
 ID Number: 19PK31293
 Batch No.: 257
 Car Model/Line: Honda TRX 303

Process: Appearance
 Group/Shift: NS / A
 Date/ Time: SEP 3, 2020 / 2:20
 No. of Offense: 1ST OFFENSE
 Superior Name: N. Delo Rosa

Non-compliance Reference/Document
 Control Number:

FAIP - WTRD - 1P-007

Details of Audit Findings: Not following SOP - Appearance inspector conduct inspection of
10 harness before attachment or passed tape. Not using counter box for much harness
on table, for passed tape and for
packed mixed on table.

WRITTEN EXPLANATION

ARO PD SI MELANIE FE R. BONGUIT AY NAMUOT NA HINDI NABIALAGAY
 NG HARNESS SA COUNTER BOX SA KADAHILANGAN TAMARAN PD SA LINAWA KO PG AY
 MAAKI PONG MAL EXCESS AT MABLOCKING PERO BIDD NA PG YUNG HARNESS - IPAL PAHAMAAN
 NYB PD HINDI KO NA PG LULITIN.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FAIP Written Only (based on handbook)
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>MBonguit</u>	<u>Brown</u>	<u>P.P.</u>	<u>L. Reyes</u>	<u>[Signature]</u>
Employee Date: <u>09/19/20</u>	Jr Staff Date: <u>9-21-2020</u>	Staff Date: <u>9/19/20</u>	Supervisor Date: <u>9/24/20</u>	Manager Date: _____